

CLEARBROOK-GONVICK  
ISD #2311  
STUDENT HANDBOOK  
2017-2018

*Clearbrook-Gonvick High School Welcomes You!*

The entire Clearbrook-Gonvick High School faculty extends a warm and friendly welcome to each of you as CGHS students for the coming year. This student handbook is for you to use as a reference and guide to our school policies and rules; keep it available throughout the school year. Students and parents are responsible for information contained in the handbook. If you have any questions, please feel free to ask.



**CLEARBROOK-GONVICK HIGH SCHOOL**  
**2017-2018**

Handbook Also Available on the  
School Website:  
<http://clearbrook-gonvick.k12.mn.us>

# Clearbrook-Gonvick High School

## **Principal**

Jeff Burgess

## **Superintendent of Schools**

Wayne Olson

## **Board of Education**

Corey Petterson

Tracy Imle

Jeff Westrum

Tom Stenzel

Richard Hetland

James Galloway

Kris Snyder

## **SCHOOL HOURS – 8:21-3:11**

Period 1	8:20-9:12
Period 2	9:15-10:07
Period 3	10:10-11:02
Period 4A	11:05-11:56
Period 4B	11:38-12:29
Period 5	12:32-1:23
Period 6	1:26-2:18
Period 7	2:21-3:13

Parents and Guardians are crucial partners with their son's and daughter's Clearbrook-Gonvick High School experience. Our goal is to work as a team to collectively provide effective, high quality programs and opportunities for our students.

We want to hear from you. Please feel free to contact us at any time.

## **Contact Information, Location & Mailing Address:**

Clearbrook-Gonvick Schools ISD #2311  
16770 Clearwater Lake Road  
Clearbrook, MN 56634  
218-776-3112

# **CLEARBROOK-GONVICK HIGH SCHOOL**

## **MISSION**

Children are our future. We are dedicated to mapping pathways for their success.

Our dedication to this mission of providing effective opportunities for our students is to inspire lifelong learners in pursuing their dreams and becoming responsible, productive citizens through a partnership of families, educators and communities committed to excellence.

**B**uilding  
**E**xcellence  
**A**chieving &  
**R**eaching  
**S**uccess

## **VISION**

- \* Unified leadership and aligned decision making focused on student achievement.
- \* Shared commitment and partnership in education; families, community, district
- \* Trusting, safe and respectful environment for all
- \* Comprehensive and purposeful curriculum and programming
- \* On-going and consistent professional development
- \* Responsible fiscal planning and management
- \* Developing facilities to meet educational and community needs

## **BELIEF OF STATEMENT**

1. All people have worth, are valuable, and deserve respect.
2. People are responsible for their actions.
3. All people can learn.
4. Lifelong learning is fundamental to an individual's quality of life in the global community.
5. Success is achieved through commitment and effort.
6. Positive attitudes and high expectations yield higher results.
7. Everyone has a right to feel safe in an environment free of harassment.
8. Family is essential to the healthy growth and development of a child.
9. Education is a shared responsibility among the student, family, school, and community.
10. Honesty is crucial for building mutual trust and understanding.
11. Ethical behavior is essential for a healthy community.
12. Change involves risk, but change is necessary for continuous improvement.
13. Freedom and democracy depend upon the quality of public education.

## GOALS

1. **Consideration** - We are considerate of one another. We will strive to have all members of the leadership team work together in a positive manner that promotes openness to new ideas and seeks meaningful two-way communication throughout the system.
2. **Communication** - We communicate openly. We will improve communications with parents and the public about strengths and needs of the district.
3. **Challenge** - We grow through new opportunities. We will maintain a systematic curriculum review cycle that anticipates present and future student program needs. This goal includes systematically updating tools necessary for effective programs along with on-going assessment and improvement of student achievement within state and local education standards by using best practice methods and through evaluation of effectiveness district-wide.
4. **Celebration** - We recognize each other's successes.
5. **Responsibility** - We are accountable for our choices and are responsible for managing those things that are within our power.

The Clearbrook-Gonvick School District does not discriminate on the basis of sex, age, color, national origin, or handicap in the educational programs, activities, or disciplinary procedures. Policy requires a criminal history background check on all employees and individuals who provide services to the school.

## DISCIPLINE POLICY RIGHTS AND RESPONSIBILITIES

The Clearbrook-Gonvick Public Schools seek to provide an opportunity for all students to develop their full potential of achievement, originality, and creativity. This development can take place only in an environment where each student's rights are protected. Student responsibility must also be a part of this educational climate in order to provide the orderly framework within which the goals of freedom can be realized. Without discipline in the schools, learning cannot occur. Discipline and behavioral intervention is the growing process of individuals being responsible for their own behavior as well as learning from these experiences.

We believe that all students, parents, educators, and members of the community have a right to expect a safe, stimulating, and productive learning environment in our schools. We also believe they have a responsibility for assisting in efforts to establish and maintain such an environment.

All students may develop to their fullest potential if educators provide interesting and challenging learning experiences and if students have a desire to learn, attend school on a regular basis, and behave in an acceptable manner.

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

**If a problem arises concerning the school, the Clearbrook-Gonvick Board of Education requests that you take the following progressive actions:**

- A. Personally contact the person directly involved
- B. If you are unable to resolve the problem by contacting the person involved, contact the principal
- C. If you feel the problem is not resolved, meet with the Superintendent
- D. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full Clearbrook-Gonvick School Board of Education for final resolution.

### **SCHOOL VISITATIONS**

We care about our students and want to maintain an optimal learning environment for our students. The interruption of a class to visit with a student or the removal of a student from class for non-essential reasons will not be approved and is strongly not encouraged.

All visitors in the high school building will enter through the main door entrance. Interior entryway doors will be locked while school is in session. Visitors may request entrance indicating their purpose for entry via telecommunication system with office personnel. Visitors must check in with the office to sign in and sign out on the visitor's list.

Visitations While In Session – THE PRACTICE OF INVITING STUDENTS NOT ENROLLED IN OUR SCHOOL, FRIENDS, AND/OR RELATIVES TO SCHOOL FOR PART OR ALL OF A SCHOOL DAY WHILE SCHOOL IS IN SESSION IS NOT PERMITTED.

These security procedures will assist in improved protection of our students, maximize the learning environment and allow the District to account for all individuals in our buildings.

WE URGE EACH PARENT AND STUDENT TO REVIEW THE STUDENT HANDBOOK AT HOME. THIS HANDBOOK AND ITS' CONTENTS WERE THOROUGHLY DISCUSSED, REVIEWED AND SENT HOME WITH EACH STUDENT IN THE CLEARBROOK-GONVICK HIGH SCHOOL. ANY STUDENT WHO DID NOT RECEIVE A COPY, WHICH INCLUDES DISCIPLINE POLICIES, IS RESPONSIBLE FOR OBTAINING A COPY UPON REQUEST AND FOLLOW ALL POLICIES AND PROCEDURES AS STATED IN THIS HANDBOOK.

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## **STUDENT DISCIPLINE POLICY**

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### **II. GENERAL STATEMENT OF POLICY**

The School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that the nurturing of the maturing process for each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment, which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 121A.40 through 121A.56. In view of the foregoing and in accordance with Minn. Stat 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

**Insubordination, defiance of authority, verbal abuse, assault, terroristic threats, possession of narcotics and/or alcohol, continual violation of school rules and regulations are examples of serious offenses and will result in assessing major consequences, which may include suspension, expulsion, or be subject to the severe/habitual clause which may include an educational change of placement.**

### **III. AREAS OF RESPONSIBILITY**

- **The School Board** - The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- **Superintendent** - The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of

appropriate agencies for assisting students and parents. Any guideline or directive established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- **Principal** - The principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referral and shall make use of those agencies appropriate for assisting students and parents.
- **Teachers** - All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct.
- **Other School District Personnel** – All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent.
- **Parents or Legal Guardians** - Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- **Students** - All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy. All students must cooperate in all disciplinary investigations.
- **Community Members** - Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

##### **Eighteen Year Olds**

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

#### V. STUDENT RESPONSIBILITIES

All students have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures

2. To attend school daily, except when excused, and to be on time to all classes and other school functions
3. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities
4. To make necessary arrangements for making up work when absent from school
5. To assist the school staff in maintaining a safe school for all students
6. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them
7. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect
8. To be aware of and comply with federal, state and local laws
9. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate
10. To respect and maintain the school's property and the property of others
11. To dress and groom in a manner which meets standards of safety, health and common standards of decency consistent with applicable school district policy
12. To avoid inaccuracies in student newspapers and publications and refrain from indecent and obscene language
13. To conduct themselves in an appropriate physical and verbal manner
14. To recognize and respect the rights of others

## **VI. RULES OF CONDUCT**

Students who have been expelled and/or excluded from District #2311 will be re-admitted to the Clearbrook-Gonvick School District only after the preparation and implementation of an admission plan. This plan shall include measures to improve a student's behavior and requires parental/guardian involvement in the admission or readmission process. In accordance with Minnesota Pupil Fair Dismissal Act, students of the District may be suspended, expelled, or excluded for the reasons delineated below in addition to other situations, which fall within the grounds contained in the Minnesota Fair Dismissal Act:

1. Willful violation of any reasonable school district regulation
2. Willful conduct materially and substantially disrupting the rights of others to an education
3. Willful conduct which endangers the pupil or other pupils, or the property of the school. In addition to the grounds for suspension, expulsion, or exclusion, the District may take other disciplinary action for any violation of school rules or other disruptive and dangerous conduct. If a suspension occurs, reasonable efforts will be made to contact the parents/guardians prior to a child being suspended from the building. Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The listing of minimum actions does not imply or require that an administrator in dealing with a violation employ a step-by-step progression of increasing severity. However, there shall be a logical relationship between the severity of the offense and the administrative action. Administrators have broad discretion to impose penalties more severe than the minimum actions listed. In unusual situations, administrators may also impose discipline less severe than the minimum consequences listed. The listing of maximum action is referenced for a first offense only. In the event that a student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules, the maximum penalties may be increased to as severe a

consequence as expulsion or exclusion for one calendar year. Nothing in this policy shall prohibit the School District from taking immediate action to protect individuals and property from harm. Nor shall this policy be construed to prohibit the School District from expelling students for behavior not specifically set forth in such conduct.

1. Materially and substantially disrupts the rights of others to an education; or
2. Endangers the pupil, other pupils or individuals or the property of the school.

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.

## **VII. DISCIPLINARY ACTION**

Disciplinary action may include but is not limited to the following:

Student conference with teacher, behavior management specialist, principal, counselor or other school district personnel, and verbal warning; written incident report; parent contact; parent conference; removal from class; In-school suspension; behavioral intervention; suspension from co-curricular activities; detention; extended detention; restriction of privileges; loss of school privileges; financial restitution; referral to police or other appropriate agencies; out-of-school suspension; educational placement change; exclusion; or expulsion.

## **TENNESSEN WARNING**

When students commit an offense that will result in a disciplinary action or exclusion or expulsion, students are not legally required to provide any information during the interview. The purpose of the interview is to find out the facts and impose proper discipline. Information provided is expected to be accurate. Information received during the investigation may be used to inform parents/guardians, MSHSL, police or other necessary authorities.

## **DEFINITIONS**

### **Removal from Class**

A student, who is removed from class for a short time, remains in the custody of the school. Students removed from class shall be the responsibility of the principal or the lawful designee. Repeated incidences of removal from class may result in loss of credit. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the student. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference when it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property around him/her. The length of time of the removal will be established at the informal administrative conference and will include the procedures for the completion of any make-up work. THE OFFICE WILL

SET UP A PARENT CONFERENCE IF A STUDENT IS REMOVED FROM A CLASS FOR A “COOL DOWN TIME.” THE CONFERENCE WILL INCLUDE THE STUDENT, THE STUDENT’S PARENT OR GUARDIAN, THE TEACHER AND THE PRINCIPAL.

### **Detention and Extended Detention**

Attendance is required for students in the classroom or other specified location at a time when regular classes are in session unless immediate intervention is essential. Detention will be served during times other than regular class times, such as before or after school or during lunchtimes or recess, for disciplinary reasons.

### **In-School Suspension**

In most cases, behaviors are remediated through behavior intervention rather than In-School Suspension. Students assigned to behavior intervention may be allowed to return to class upon the successful completion of an assigned behavior packet. On occasion students may be placed on an extended In-School Suspension status. Students placed in extended In-School Suspension (ISS) shall report to the assigned In-School Suspension room upon being assigned and/or by 8:22 A.M. Students are to bring academic work to do. It is the student’s responsibility to get work from teachers before school if they know in advance they will be in extended time In-School Suspension.

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

The action taken by school administration prohibiting a student from attending school for a period of no more than ten (10) days, unless a longer period is authorized by law. The procedures for a suspension contained in the Pupil Fair Dismissal Act shall be followed. Any student suspended Out-of-School shall not be allowed to be on the school grounds or attend any school functions before, during, or after the instructional day for the duration of the suspension. A student may receive up to full credit for student assignments in progress

or missed, provided arrangements are made with the instructor(s).

It is the **student’s responsibility** to get work from teachers if they know in advance they will be placed on Out-of-School Suspension.

Exclusion:

This action is taken by the School Board, pursuant to the Pupil Fair Dismissal Act, Minn. Stat. 127.26, et.seq, to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

### **Expulsion:**

This action is taken by the School Board, pursuant to the Pupil Fair Dismissal Act, Minn. Stat. 127.26, et.seq, to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the pupil is expelled.

### **Revocation of Bus Privileges:**

Students engaging in disruptive behavior on a school bus or other vehicle or violating any provision of this policy while in a school vehicle may have their bus/school vehicle privileges suspended for up to one school year.

### **Habitual/Severe Clause:**

Habitual/Severe abuse of the rules and policies and excessive disciplinary referrals (4 disciplinary referrals in a semester will result in a meeting of student, parent, and administration) which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: Disciplinary conference with the student, parent, and administration; Detention; In-School Suspension; Out-of-School Suspension; or referral to the school board for a possible change of placement or expulsion proceedings. Suspensions are made by the administration and are not appealable.

## **VIII. DISCIPLINARY REFERRALS**

Consequences for failing to follow the rules or meet expectations will first be handled in the classroom whenever it is possible. In the case of a discipline referral to the office, teachers will submit a disciplinary referral, the nature of the problem, and action taken to correct the problem. The office will make an attempt to notify the parent by phone or by mail. Appropriate behavioral intervention and consequences, if warranted, will be assigned. If a student is dismissed from class for disciplinary reasons, he/she is to report to the office.

**The following acts are unacceptable behavior subject to disciplinary action in the school district:**

### **A. VIOLATIONS AGAINST PROPERTY**

1. **Theft:** Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property, or finding of lost property and not making reasonable effort to find the owner.

*Minimum Consequence:* confiscation of the stolen property, student conference and parent/guardian contact. *Other Possible Action:* referral to police or juvenile authorities.

*Maximum Consequence:* expulsion or exclusion.

- a. **Robbery/Extortion:** The obtaining of property from another where his/her consent was induced by a use of force or a threat of force.

*Minimum Consequence:* suspension of up to five (5) days, restitution, parent/guardian conference and immediate notification of police.

*Maximum Consequence:* expulsion or exclusion.

- b. **Arson:** Intentionally setting fire or causing a fire or explosion to occur on school grounds, school vehicle or at school related activities.

*Minimum Consequence:* suspension of up to five (5) days, parent/guardian conference and immediate notification of police

*Maximum Consequence:* expulsion or exclusion

2. **Willful Damage to Property:** Any students who willfully cuts, defaces, or otherwise destroys in any way property, real or personal, belonging to the school district, or any individual, including other students or employees shall be disciplined.

*Minimum Consequence:* suspension of up to five (5) days, restitution, parent/guardian conference.

*Maximum Consequence:* expulsion or exclusion and restitution, which may be monetary or service based. *Other possible consequences* include notification of the police or juvenile authorities - other possible legal action.

3. **Unauthorized Use of School Property:** Unauthorized/illegal use - school property

*Minimum Consequence:* student conference and parent/guardian contact. *Other:* notification of police or juvenile authorities, detention or suspension.

*Maximum Consequence:* expulsion or exclusion.

## **B. VIOLATIONS AGAINST PERSONS**

1. **Assault:** A threat of bodily harm or death to another person, without material physical contact

*Minimum Consequence:* parent/guardian conference.

*Maximum Consequence:* expulsion or exclusion for up to one (1) year.

2. **Aggravated Assault:** A student who threatens or inflicts bodily harm or death to another while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with weapons. In addition, the police will be contacted.

3. **Fighting:** Shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from poking, pushing, shoving, or scuffling.

*Minimum Consequence:* students in grades 7-12 will be suspended from the classroom or from the building for a period not to exceed five (5) days.

*Maximum Consequence:* expulsion or exclusion for up to one (1) year.

4. **Intentional Physical Harm:** Physical attack on another person or other intentional conducts resulting in physical injury to another person.

*Minimum Consequence:* Students in grades 7-12 will be suspended for a period not to exceed five (5) days.

*Maximum Consequence:* expulsion or exclusion for up to one (1) year.

5. **Harassment:** It is a violation of School District policy to engage in any type of harassing conduct towards another individual. Inappropriate abusive, threatening or demeaning actions which may be based on many harassing comments in relation to, for example: personal, body, academic ability, family, race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation, among others. Bullying is considered a form of harassment. Bullying has been defined as: "A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons (Olweus, 1991) Essentially, if the aggressor knows that his or her behaviors are disturbing to the victim and continues the act, that is bullying. Bullying is addressed in various areas in the handbook. See Harassment Policy.

*Minimum Consequence:* parent/guardian contact/conference, student behavior intervention.

*Maximum Consequence:* harassment charges, hearing, expulsion or exclusion of up to one (1) year.

6. **Abusive Language and Verbal Assault:** It is a violation of School District policy to use abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps.

*Minimum Consequence:* parent/guardian contact/conference.

*Maximum Consequence:* expulsion or exclusion.

7. **Hazing:** Hazing means committing an act against a student or coercing a student to commit 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. Examples of hazing include, but are not limited to, initiating or harassing a fellow student by means of horseplay, practical jokes, or other acts often in the nature of humiliating or painful ordeals such as name calling, taping, marking, etc. See Hazing Policy #526.

*Minimum Consequence:* student conference/intervention and parent/guardian contact or conference.

*Maximum Consequence:* expulsion/exclusion.

### C. THREATS AND DISRUPTION

1. **Dangerous Threats:** Threats to normal school operations and school activities, including but not limited to the reporting of dangerous and hazardous situations that do not exist, sounding false fire alarms or bomb threats.

*Minimum Consequence:* parent/guardian conference.

*Maximum Consequence:* expulsion or exclusion, notification of legal authorities.

2. **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action. Threats and major disruptions are considered a severe behavior and will result in execution of the Severe/Habitual Policy.

### D. DANGEROUS AND HARMFUL SUBSTANCES

1. **Alcohol:** Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities.

*Minimum Consequence:* confiscation of the alcohol, parent/guardian conference.

*Maximum Consequence:* suspension of up to five (5) days. Other action may include but not limited to notification of legal authorities, referral for a chemical dependency assessment.

2. **Drugs:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school sponsored activities, or on school



grounds.

*Minimum Consequence:* suspension from the classroom, confiscation of the drugs, parent/guardian conference, notification of legal authorities.

*Maximum Consequence:* expulsion or exclusion. Other action may include referral for a chemical dependency assessment.

### **3. Sale or Intended Sale of Drugs or Alcohol.**

*Minimum Consequence:* confiscation of the drugs or alcohol, suspension of not less than five (5) days, parent/guardian conference and notification of legal authorities.

*Maximum Consequence:* expulsion or exclusion. Other action may include referrals to chemical dependency assessment.

### **4. Possession of Tobacco:** The possessing, using, or distributing of tobacco or tobacco paraphernalia by students is prohibited at school, on school grounds, school vehicles and at school sponsored activities.

*Minimum Consequence:* confiscation of the tobacco, parent/guardian contact/conference.

*Maximum Consequence:* suspension of up to five (5) days. Other action may include but not limited to notification of legal authorities, referrals to chemical dependency conduct/discipline assessment.

### **5. Use of Tobacco:** The Clearbrook-Gonvick School Board of Education has ruled that all buildings and grounds of District #2311 will be tobacco free. Students may not use a tobacco product 1) in any building or upon any grounds which are owned and occupied by the district; or 2) in any location or facility during any school or school district sponsored educational program, activity or event regardless of the location of such an activity or event; or 3) in any vehicle owned or leased by the school district. Pursuant to Minn.R.Juv.P. 6.02 (1996 Amendments effective August 1, 1996) and Minn.R.Civ.P.4.02 subd. 5(3) the Court HEREBY ORDERS THAT: Tobacco offenses as defined in Minn. Stat, 144.4165 and 144.417 (Tobacco offenses committed on public school grounds), and Minn. Stat. 609.685 subd. 3 (tobacco offenses committed by minors).

*Minimum Consequence:* behavior intervention/tobacco, notification of parent/guardian.

*Maximum Consequence:* repeated violations may result in suspension or expulsion

## **E. WEAPONS**

This policy applies to students and non-students, adults, employees, and visitors to the District.

### **STATEMENT OF POLICY**

It is a violation of the policy of Independent School District No. 2311 for any individual to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon and destructive device or a look-alike weapon or destructive device in school, on school grounds, at school activities, at bus stops or in school vehicles, or entering upon or

departing from school premises, property or events. Weapons and destructive devices will not be tolerated.

## **DEFINITIONS**

### **General Definition of Weapons**

1. Any and all articles commonly used or designed to inflict bodily harm and/or intimidate another person(s). Examples include, but are not limited to: firearms, whether loaded or unloaded or incapable of being used, knives; clubs; metal knuckles, nun chucks; throwing stars; explosives; stun guns; ammunition; mace; pellet guns; starter guns; crossbows; bows and arrows; and other non-functioning guns and weapons that could be used to threaten others.
2. Any and all look-alike weapons, including any item, which may reasonably be believed to constitute a weapon under this policy.
3. Any and all articles designed for other purposes which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pen/pencils, files, scissors, compasses, laser pointer, and letter openers.
4. Objects such as fireworks, firecrackers, smoke/stink bombs, darts, and nuisance items and unauthorized tools, which have the potential to cause harm. The building administrator or designee shall use his/her discretion when interpreting the use and intent of such articles at school as outlined above.

### **Destructive Device - Gun Free School Act of 1994**

1. Any explosive, incendiary, or poison gas
  - a. Bomb
  - b. Grenade
  - c. Rocket having a propellant charge of more than four ounces
  - d. Missile having an explosive or incendiary charge of more than 1/4 ounce
  - e. Mine
  - f. Device similar to any of the devices described in the preceding clauses
2. Any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
3. Any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

### **Weapon - Gun Free School Act**

1. Any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
2. The frame or receiver of any such weapon
3. Any firearm muffler or firearm silencer
4. Any destructive device

## **Enforcement**

1. The District shall act immediately to investigate all acts and complaints of violence, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy.
2. **Minimum Consequence:** Pursuant to the Gun Free School Act of 1994, all students in possession of a weapon or destructive device, as defined above in Article C, 2 and 3, may be expelled or excluded from attendance or otherwise removed from school for a period of one calendar year. The Superintendent may recommend to the School Board, in unusual circumstances, that a less severe penalty be imposed.
3. Students with or without disabilities are subject to the consequences of this policy. Students with a disability will be subject to disciplinary action, which complies with the law applicable to disabled students. This includes but is not limited to, interim alternative placement as provided by 20 U.S.C. 1415.
4. Students in possession of a weapon as defined in Article C, Section 1, which does not constitute a weapon or destructive device pursuant to the Gun Free School Act, shall be subject to disciplinary action, including possible expulsion for one calendar year, upon the recommendation of the administration. Possible consequences include:
  - a. Notification of parent/guardian
  - b. Involvement of the police with a recommendation to charge
  - c. *Minimum Consequence:* suspension of not less than two (2) day and up to five (5) days (or the maximum allowed by law
  - d. *Maximum Consequence:* expulsion/exclusion from school by the School board for up to one (1) year.
5. A student who finds a firearm on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

This policy is not meant to interfere with the instruction or use of appropriate equipment or tools by employees and students. Such equipment, when properly used and stored shall not be considered a weapon for the purposes of this policy. However, when authorized instructional and work equipment or tools are used in a dangerous or potentially dangerous and/or threatening manner, they may be considered a weapon and their use may be subject to the contents of this policy.

## **F. INTERFERENCE/OBSTRUCTION**

Any intentional action taken to attempt to prevent any school personnel from exercising their lawfully assigned duties.

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

## **G. WILLFUL DISOBEDIENCE**

Refusal to follow school rules and regulations.

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

## **H. DEFIANCE OF AUTHORITY**

Willful refusal to follow a legal direction/order given by school personnel.

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

## **I. RECORD AND IDENTIFICATION FALSIFICATION**

Falsifying signatures or data on official record and/or refusal to give correct identification or giving false identification when requested to do so by a staff member. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or electronic means;

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

## **J. CHEATING**

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

Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;

*Minimum Consequence:* loss of credit for the test, quiz, project and/or assignment.  
Parent notification.

*Maximum Consequence:* expulsion or exclusion.

## **K. UNAUTHORIZED DISTRIBUTION**

Distribution of literature or graphics on or near school property of libelous, slanderous, plagiarized or obscene material or material which violates the School District Harassment Policy.

*Minimum Consequence:* parent/guardian contact/conference.

*Maximum Consequence:* expulsion or exclusion.

## **L. TRUANCY OR LEAVING SCHOOL GROUNDS**

Truancy is when a student is absent from school for all or part of a school day without a valid excuse acceptable to the building principal or designee. Leaving school grounds during the school day without permission constitutes truancy. Refer to building policy.

## **M. CHRONIC AND UNEXCUSED ABSENTEEISM**

Truancy will be filed and parent/guardian contacted. A habitual truant is one who has unexcused absence for seven (7) school days for elementary students and one or more class periods on seven (7) school days for a junior/senior high school student. Those habitually truant will be referred by school authorities under MN Statute 260A to appropriate agencies. Under Minnesota Statute 120A.22 subd. 8, the parent/guardian of a 16-18 year old student who seeks to withdraw from school must attend a meeting with school administration to discuss educational opportunities available and must sign a

written election to withdraw from school. If a conference is not requested, the district will file a petition of truancy with the county attorney's office.

#### **N. FAILURE TO ATTEND DETENTION**

Failure to attend detention will result in additional consequences.

*Consequence:* student conference and parent/guardian contact, extended detention or further action as determined by the administration

#### **O. TRESPASSING**

Physically present on a school campus, school vehicle or at a school activity after being requested to leave by the principal or other person lawfully responsible for the control of school premises. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker:

*Minimum Consequence:* student conference and parent/guardian contact

*Other Possible Consequence:* referral to police or juvenile authorities

*Maximum Consequence:* expulsion or exclusion

#### **P. GAMBLING**

Including, but not limited to, playing of a game of chance for stakes.

*Minimum Consequence:* student conference and parent/guardian contact

*Maximum Consequence:* expulsion or exclusion

#### **Q. GANG-RELATED BEHAVIORS**

Students are prohibited from displaying currently recognizable gang-related hand signals, clothing, written or oral expressions, including graffiti, and body-posturing at school, on school grounds, or at school sponsored activities.

*Minimum Consequence:* student conference and parent/guardian contact

*Maximum Consequence:* expulsion or exclusion

#### **R. DISTRICT INTERNET BEHAVIORS**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and honor these agreements. As outlined in board policy and procedures on student rights and responsibilities, the following will not be permitted: Sending or displaying offensive messages or pictures using obscene language. Harassing, insulting or attacking others. Damaging computers, computer systems or computer networks. Violating copyright laws. Using another's password. Trespassing in another's folders, work or files. Intentionally wasting limited resources. Employing the network for commercial purposes. Any use of the network infringing on the rights of others. Computer access is provided for educational use. Students must follow the Acceptable Use Policy.

1. Email is not allowed except for schoolwork purposes. If a student needs a school email account, they may submit a request in the office.
2. Recreational games are not allowed during school hours. With teacher/staff permission, acceptable educational games may be accessed. No games that are violent, shooting, pornographic, gambling or include chat are ever considered acceptable.

*Minimum Consequence:* loss of internet access, student's conference, and parent/guardian contact

*Maximum Consequence:* expulsion or exclusion

## **S. TRAFFIC REGULATIONS AND BUS SAFETY**

1. **Reckless or Careless Driving:** Driving on school property in such a manner as to endanger persons or property.

*Minimum Consequence:* student conference and loss of parking privileges. PARENT MEETING WITH LIAISON OFFICER.

*Maximum Consequence:* suspension and referral to police or juvenile authorities

2. **School Bus:** The Student Code of Conduct/Discipline Policy is in effect from the time a student boards the bus. Bus drivers are responsible for orderly conduct of pupils while they are on the school bus. Violation of any provision of the discipline policy on a school bus shall be subject to discipline. Riding on the bus is a privilege, not a right. Students will follow the same behavioral standards while riding a school bus as is expected of them on school property or at school activities. All school rules are in effect while riding the bus or at the bus stop.

*Minimum Consequence:* parent contact

*Other Possible Action:* revocation of bus riding privileges

*Maximum Consequence:* expulsion or exclusion

### **RULES SPECIFIC TO THE BUS:**

SIT IN YOUR SEAT FACING FORWARD

KEEP YOUR ARMS, LEGS AND BELONGINGS INSIDE THE BUS

AND OUT OF AISLES AND/OR WALKWAYS

Consequences for school bus/stop misconduct will apply to all regular and late routes. Determination of appropriate consequences will be at the sole discretion of the School District. Parents/Guardians will be notified of any suspension of bus privileges.

## **T. VIOLATION OF ANY LOCAL, STATE, OR FEDERAL LAW**

## **U. VIOLATION OF SCHOOL RULES, REGULATIONS, POLICIES, OR PROCEDURES**

- V. 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 THEM 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.

## **W. ADDITIONAL CONSIDERATIONS**

1. The principal and licensed employees in a building shall review this disciplinary policy at least annually and assess whether its provisions have been enforced.

2. The principal has broad discretion to impose any penalty more severe than or in addition to the minimums set forth above. In addition, administrators have broad authority to require other types of intervention for conduct violating this policy, including referral to teach teams and other agencies or authorities for assistance and/or evaluation.
3. The listing of minimum consequences is referenced for a first offense only. In the event that a student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules; the maximum consequences shall be increased to expulsion or exclusion for one school year.
4. Handicapped students involved in violations of these rules of conduct will be assessed through the child study process.
  - a. Students with IEPs, when suspended, must have a child study team meeting within five (5) days of the suspension.
  - b. The team must meet prior to expulsion or exclusion; the child cannot, be expelled/excluded if the misconduct is related to the handicapping condition
  - c. Statutes: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. Ch. 125A (Students with Disabilities) and IDEA 1997 Minn. Stat. 121A.40 to 121A.56 (Pupil Fair dismissal Act) Minn. Stat. 121A.60 to 121A.61 (Removal from Class) Minn. Stat. 124D.03 (Enrollment Options Program) Minn. Stat. 124D.07 and 124D.08 (Enrollment in Nonresident District) Minn. Stat. Ch. 260A (Truancy) Goals 2000: Educate America Act 20 U.S.C. 5801 ET seq. 29 U.S.C. 794 et seq. (Section 504 of Rehabilitation Act of 1973)

## **ATTENDANCE**

The School Board of Independent District No. 2311 believes that success in academic work is directly related to regular school attendance. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of class is not as effective as the actual classroom experience. Furthermore, excessive absences, as defined below, may result in a failing grade. Such experiences as class discussion and student teacher interaction cannot be replicated outside the classroom or at a later time. In addition, regular attendance develops habits of dependability important to the future of the student.

In accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law MN Statute 120A.22, students are REQUIRED to attend all assigned classes every day school is in session. Students, parents, and teachers share the responsibility for attendance.

## **RESPONSIBILITIES OF STUDENTS AND PARENTS**

### **Student Responsibility:**

1. To attend all assigned classes every day that school is in session
2. To be in class on time, prepared for academic work
3. To know and follow correct procedures regarding attendance
4. To request any missed assignments due to an absence and to complete work as assigned by the teacher

**Parent/Guardian Responsibility:**

1. To encourage the student to attend school
2. To recognize that any absence, regardless of cause, has a detrimental influence on the student's achievement
3. To inform the school in the event of a student's absence
4. To work cooperatively with the school and the student to solve any attendance problems that may arise

*A student whose illness extends beyond five (5) consecutive school days may get a doctor's slip documenting the illness.*

THE OFFICE NEEDS TO BE NOTIFIED WITHIN TEN SCHOOL (10) DAYS OF A STUDENT'S ABSENCE FOR A CHANGE TO BE MADE IN ATTENDANCE.

**General Procedures Regarding Absenteeism**

When a student is absent, the parent or guardian shall notify the school by phone (776-3112) by 10:00 a.m. the morning of the absence. If this is not done, the parent will be called when possible. NO excused absence will be given until parental contact is made. All absences that have not been recorded as excused within one (1) school day will automatically become unexcused absences.

Official school field trips or other school-sponsored events, which require a student to be absent from class, are not considered absences and are not addressed in this policy.

**Excused Absences**

- A. The following reasons shall be sufficient to constitute excused absences:
  1. Illness
  2. Serious Illness in the student's immediate family
  3. Significant family events such as a death in the student's immediate family or of a close friend or relative, or a wedding
  4. Medical or dental treatment. An appointment card or note from the doctor's office may be requested for students who have been identified and referred for excessive or continuing truancy.
  5. Court appearances occasioned by family or personal action
  6. Religious instruction/spiritual days as agreed upon by the parent/school
  7. Physical emergency conditions such as fire, flood, storm, etc.
  8. Removal of a student pursuant to a suspension. Suspensions are to be handled, as excused absences and student will be permitted to complete make-up work as per absence procedures.
  9. Dismissal under the Pupil Fair Dismissal Act for disciplinary purposes
  10. School sponsored activities
  11. Important events requiring student participation in such activities as state or national contests, tournaments, concerts, or performances.



12. Students in the 11<sup>th</sup> and 12<sup>th</sup> grade will be allowed 3-excused college visits each year. Visits must be approved through the guidance counselor prior to the visit.

## **B. Consequences of Unexcused Absences**

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. The responsibility for obtaining make-up work prior to or after an absence rests with the student. Students are given one additional day to make up work for every day missed due to excused absence. Parents may request makeup work while the student is absent. Such requests must be made by 8:45 A.M. and the work may be picked up at the high school office after 3:00 P.M. Advance make-up work is due within one day of the student returning to school, unless special arrangements are made. It is not the teacher's responsibility to seek out absent students. Grading of make-up work shall be determined by the grading policy of that teacher.

## **Unexcused Absences**

A. The following are examples of absences, which will **not** be excused:

1. Truancy. An absence from school or class without the parent's or school's knowledge and/or approval. In the case of any truancy, the school may file a truancy report to the county attorney's office upon which it becomes a legal issue. After truancy is filed, unexcused absences need to be cleared through the truancy process, not through the school. Any truancy will be subject to disciplinary action, such as detention or suspension.  
\*Truancy consequences are subject to change based on Clearwater County and/or the county of residence recommendations and programs
2. Work at home, including babysitting a younger sibling
3. Work at a business, except under a school-sponsored work release program
4. Vacations with family unless approved 2 days in advance by the principal
5. Personal trips to schools or colleges unless arranged through the guidance counselor and/or approved 2 days in advance by the principal
6. Arriving to class more than 15 minutes late will be considered an unexcused absence unless the student has a note and the student's absence is excused by administration.
7. Any other absence not included under the attendance procedures set out in this policy

B. The following are the consequences for unexcused absences.

1. Each unexcused absence will result in one hour of detention or intervention.
2. A truancy letter will be sent home after three unexcused absences per semester.
3. A truancy letter will be sent and a parent meeting will be required after seven unexcused absences per semester.

## **Tardiness**

A. Definition:

Tardiness is the failure of a student to be in an assigned area without a valid excuse when the final bell sounds for each class. Individual classroom teachers will define "Assigned area". A student will be considered tardy if they are not in the assigned classroom when the bell rings. A late entrance is considered a tardy if it occurs during the first fifteen (15) minutes of class. After that (15) minute time period, a tardy will automatically turn into an absence. Students who come to class unprepared; meaning they do not have the necessary items for class, will not be allowed to go to their lockers to get materials. Being prepared to do the job you are sent to on a daily basis is a lifetime skill and is one the school believes is necessary for all student to have. Come to class prepared to learn with all materials (Pencils, Pens, Paper, Textbooks, etc)

**B. Procedure for Reporting Tardiness**

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be reported by the teacher. Teachers will notify students of being tardy to their class.

**C. Excused Tardiness**

Valid excuses for tardiness are:

1. Illness
2. Serious illness in the student's immediate family
3. A death in the student's immediate family or of a close friend or relative
4. Medical or dental treatment
5. Court appearances occasioned by family or personal action
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Any tardiness for which an administrator or faculty member has excused the student in writing

**D. Unexcused Tardiness**

1. An unexcused tardy is failing to be in an assigned area at the designated time class period commences without a valid excuse
2. Arriving to class more than 15 minutes late will be considered an absence unless the student has a note and the absence has been excused

**E. Consequences** - Student will receive consequences for being tardy as follows:

1. Students will get three tardies per quarter.
2. Every tardy after those three will result in one hour of detention or intervention.
3. Students will be notified by detention or intervention slip and parents will be contacted by phone.
4. Eleven or more tardies will result in an unexcused absence per tardy. (See unexcused absence policy)

## **Advanced Absences**

Temporary absence from the school can be issued based upon the personal request of the parent/guardian, (provided the request is made in advance of the absence) if it is due to an emergency. For a student to receive full credit for work missed in a class, an advanced absence form must be signed by the student teacher/teachers and turned into the office before a student leaves the school. To receive full credit for work missed because of emergency absences, a student must make arrangements with each teacher upon returning to school.

## **Notice of Planned Absence**

When a student knows in advance that he or she will be absent from school, the student must obtain an advance Make-Up Report Form from the office no less than two days prior to the absence. The form must be cleared in the office prior to the absence in order to be considered to receive an excused absence. Teachers then have the opportunity to provide the student with assignments to be completed during the absences.

NOTE: Vacation days must be pre-approved by the principal to be considered as an excused absence. Vacation days not pre-approved WILL count as verified but considered as an unexcused absence. Pre-approval may have an effect on the final outcome of credit. Students should make arrangements with teachers to get make-up work prior to school related activities that result in an absence from class.

## **Request for Student Assignments when Absent**

Parents may call the school office at 776-3112, requesting homework assignments. *A minimum of one full school day should be allowed to give staff members the necessary time to write out assignments, collect books and appropriate materials, and deliver them to the school office.*

## **Leaving School During the Day**

Sometimes students have appointments which must be kept, or for some other reason need to leave school during the day. Please have your parents call the morning when this will occur or write a note. **YOU MUST CHECK OUT WITH THE OFFICE WHEN YOU LEAVE AND CHECK IN AGAIN WHEN YOU RETURN.** You will never be allowed to leave the school during the day without contact between school officials and your parents. **LEAVING CLASS OR THE BUILDING WITHOUT APPROVAL IS CONSIDERED TRUANCY.**

Juniors and Seniors are allowed a limit of three excused college visit absences during the school year. The visits must be approved through the CGHS guidance counselor prior to the visit.

## **Absence the Day of Performance/School Activity**

Students who are not in school the entire day of an activity/performance will not be allowed to participate that day. Students must be in regular attendance the day following participation in an event. Allowances may be made for appointments with the doctor, dentist, etc.

However, students who are ill during the day should not plan to participate that night. We will not attempt to enhance a performance, win a game or match at the expense of a student's health.

Parents must pick their student up from any school-related activity if medical attention or disciplinary action is required for the student.

### **Special Procedures Applicable to Senior High School Absenteeism and Tardiness:**

#### **Attendance Requirement for Course Credit: Maximum Absence Rule: This rule is also known as the 12-Class / 6-Class Absence Policy**

Course credit requirements include not only completion of all required coursework, but also participation and interaction through regular and prompt attendance. TEACHING STAFF MAY ASSIGN A GRADE FOR DAILY PARTICIPATION. THIS ACCUMULATES IN POINTS AND MAY HAVE AN IMPACT UPON THE STUDENT'S GRADES. Frequent absences disrupt the learning process for the individual student, the other students in class, and the classroom teacher.

For these reasons, a student who has accumulated more than twelve (12) absences from any semester class or has accumulated more than six (6) absences from any quarter class, may, based upon course content, receive a "No Credit: (NC) grade for the course, subject to the review and appeal procedures.

The responsibility for the keeping of accurate records, communication with parents and student's documentation, and making the final determination of grade rests with the administration with input and feedback from the classroom teacher(s). Should a student choose to exercise due process, an appeals process has been established. For appeals, the student and/or parents will meet with a review board. Students may be placed on probationary status through this procedure and credit may be reinstated if the student meets the terms of the review board.

#### **Request for Review**

It is the intent of the policy to enhance educational opportunities through better attendance achieved by cooperative efforts of students, student advocates, parents, and administrators. The principal shall determine whether there are extenuating circumstances affecting a student, which justify waiving this policy. The principal shall conduct this review without request from parents. It is the intent of this language to prevent parents from having to appeal the loss of credit for situations involving extenuating circumstances. The principal shall be empowered to establish guidelines for students when the principal has found extenuating circumstances. In the absence of a determination of extenuating circumstances, at such times as a student has accumulated more than 12 absences in a semester class or a student has accumulated more than 6 absences in a quarter class, prior to the loss of credit, the student and parent/guardian shall be notified that the application of this policy will result in a loss of credit for the class or classes from which she or he is absent.

In such case, the student, the student's advocate, or the student's parents, foster parents, or guardian have a right to request a review to explain why literal application of the policy would be unjust or unreasonable. An advocate is any person who appears on behalf of a student with the student's consent. A request for review must be made in writing to the principal, within 5 days of notification of the pending loss of credit. Pending the review, the student must continue attending the class or classes in question.

SCHOOL ATTENDANCE HAS A DIRECT AFFECT UPON THE GRADES STUDENTS RECEIVE. ATTENDANCE AND BEING ON TIME ARE LIFE SKILLS NECESSARY FOR SUCCESS IN THE WORKPLACE AND ARE CONSIDERED NECESSARY LESSONS FOR ALL STUDENTS TO LEARN IN SCHOOL.

## **STUDENT DRESS AND APPEARANCE**

The responsibility for proper dress rests with students and parents. With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so the learning atmosphere can be maintained and does not constitute a health or safety hazard.

### **PURPOSE:**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

### **GENERAL STATEMENT OF POLICY:**

It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.

### **DRESS CODE**

In order to provide a positive environment, we promote dress, grooming and hygiene that support the learning, health and safety of our students and staff. Cleanliness of body and dress is vital to the success of an individual and to those with whom the student shares a classroom.

1. Any apparel or footwear that would damage school property or would be a safety issue is not allowed to be worn.
2. Hats/headdress, hoods, or bandanas are not to be worn after the first bell during school hours except with the approval of the principal.
3. All dresses, skirts and shorts for all students must be fingertip length or fall half-way between the knee and thigh, whichever is longer, as determined by administration.
4. All garments or pants will not have holes exposed above the fingertip level or above half-way between the knee and thigh, whichever is longer, as determined by administration. Leggings or shorts under inadequately covering clothing are not acceptable.
5. Students are not allowed to expose cleavage, midriff, or undergarments.
6. Straps must be a minimum of 1 ½ inch (2 fingers) on tops or shirts for all students.
7. Clothing must not contain lewd, vulgar, obscene messages, or promote products or activities that are illegal for use by minors.
8. Clothing containing a message that is racist, sexist, gang-related or otherwise derogatory is not allowed.
9. Students will not be allowed to wear on their person any chains, spikes or any gang related articles or dress.

10. Students will not wear clothing or hair that can be hazardous to them or other persons in their various school activities such as shop, laboratories, athletics, physical education, etc.
11. Due to persons with allergies and other respiratory problems, perfumes, colognes, cosmetics, essential oils and other aromatic products may be prohibited.
12. Clothing that is disruption to the educational environment is prohibited.

Students not abiding by the dress code as listed above or determined by administration will be asked to change or go home to change into school appropriate clothing.

Violators of this policy will be subject to disciplinary action, including, but not limited to:

1. Student/Teacher conference
2. Detention
3. Removal from class
4. Dismissal
5. Suspension or expulsion

Students unwilling to change cloths will be given an unexcused absence for their time out of class.

## **ELECTRONIC DEVICES & CELL PHONES**

Students are encouraged to not bring unnecessary electronic devices to school. These devices are disruptive and are very prone to theft.

Students are NOT allowed to wear headphones or use electronic devices in class unless they have teacher approval for a lesson being taught on a certain day or used with a specific curriculum.

Students are permitted to use electronic devices, including cell phones, during lunch period and in the hallway during passing time.

### **FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN THE FOLLOWING:**

**1<sup>ST</sup> OFFENSE:** If the device is seen or heard, it will be taken by the teacher for the remainder of the day. The student will be written up via incident referral.

**REPEATED OFFENSE(S):** A repeated offense will result in an intervention or detention at the discretion of the administration.

**A refusal to cooperate will be classified as insubordination**

**A student is not allowed to take pictures or record another student, or staff member. Consequences may include suspension or a more serious consequence bas on circumstances and as determined by administration.**

## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying

which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

- 1. The developmental ages and maturity levels of the parties involved;

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

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

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

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

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

### **IN-SCHOOL PASSES**

In-school passes are required whenever you leave the room in which you are scheduled. The teacher in charge of your room will issue these passes. PASSES WILL BE SIGNED BY THE STAFF MEMBER WITH DATE, TIME AND WHERE THE STUDENT IS GOING. A SIGN-OUT SHEET WILL BE PROVIDED IN THE CLASSROOM INDICATING TIME/DATE. Class passes will not be issued unless absolutely necessary. Students are expected to go to class prepared. The scheduled classroom teacher has the final authority as to whether a pass will be honored.

### **USE OF TELEPHONE**

Students are not to use the office telephone during the school day without permission. Permission will be granted only for an extremely important reason. You will not be called to the telephone during school hours. An emergency message from parents will be delivered to you when your class is dismissed. Students may ask to use the office phone during lunchtime as needed for important matters.

### **BACKPACKS AND HEAVY COATS**

Backpacks and heavy coats are not to be carried or brought into the classroom. Adequate time exists between periods to get materials from the locker. If an individual is cold they should wear a sweater or sweatshirt.



## **NUISANCE ARTICLES**

The use of articles that are a nuisance may cause a disruption or a distraction to others or may cause harm to persons or property, such as, including but not limited to: pagers, radios, phones, and laser. Water guns are prohibited in school, on school grounds, school vehicles or at school sponsored activities.

## **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. It is also helpful to have up-to-date email addresses. We have installed an emergency system that automatically calls and emails parents of important and emergency information.

## **PLEDGE OF ALLEGIANCE**

Every school day, the Pledge of Allegiance will be recited aloud. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

## **IMMUNIZATIONS**

State law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, rubella/rubella, and a tuberculin skin test.

## **VISITORS**

Parents are welcome to visit school when necessary. APPROVED PARENTS/VISITORS WITH A SPECIFIC PURPOSE ARE REQUIRED TO REGISTER IN THE OFFICE WHEN THEY ENTER THE BUILDING. If a visit with your student is absolutely necessary, parents may request to see their child in the office area. An appointment may be necessary if you wish to visit with an instructor without delay.

STUDENTS ARE NOT ALLOWED TO BRING VISITORS TO SCHOOL TO VISIT AT ANY TIME DURING THE SCHOOL DAY. SHOULD THIS HAPPEN THE VISITOR WILL BE ASKED TO LEAVE IMMEDIATELY.

No unauthorized visitors will be allowed in the building during the school day.

## **FOOD/BEVERAGES IN THE CLASSROOM**

Students are not allowed to eat or drink in the computer labs, media center or in any classroom. Classroom teachers will be held responsible for any problems in this area.

At no time are students to be released to go uptown for food or any other items for class or otherwise.

## **BREAKFAST/LUNCH PROGRAM**

Students are encouraged to use the breakfast and hot lunch programs. Meals must be paid for in advance. There is a "No Charging" policy. A note will be sent home when your child has 5 lunches left on their account.

Most students have 30 minutes to eat lunch each day. You may either bring your own lunch from home or deposit lunch money into your account in the food service or eat school lunch. Students will be restricted to certain areas of the building during lunch periods.

### **MISUSED PIN # POLICY**

The United States Department of Agriculture (USDA) Food and Nutrition Service has a policy regarding handling misused pin #'s. This policy applies to misused pin #'s in districts/schools that participate in the National School lunch, School Breakfast, or Special Milk/Programs. Meals must always be provided to preschool and K-3 students or for handicapped students who may be unable take full responsibility for a Pin #. Special meal arrangements are the appropriate action to take for these students. (This policy applies only to situations involving misused pin #'s, and does not apply to situations where there may be insufficient funds to pay for a meal.)

#### **Special meal arrangements may include:**

- A. Students, who repeatedly don't know, or misuse their pin #, may be required to go to the end of the line.
- B. Students, who repeatedly don't know, or misuse their pin #, may be required to eat in a location other than the cafeteria, e.g. supervised room, detention room.

#### **Disciplinary Measures Policy for misuse of Pin #'s:**

- A. Appropriate disciplinary policies can be implemented by the school for unacceptable student behavior that involves pin #'s, including but not limited to buying, selling, sharing, borrowing or stealing the pin #. This disciplinary policy must be applied in conjunction with the Misused Pin # Policy, which prescribes how special meal arrangements made due to misused Disciplinary measures can be taken at any time which it is deemed appropriate; three warnings are not required before disciplinary action can be taken.
- B. Students cannot be denied a complete NSLP/SBP meal as a disciplinary measure, except when they are absent from school due to having been suspended.
- C. Students cannot have their free or full price meal status changed because of disciplinary measures.

### **MESSAGES**

Only emergency messages from a parent will be delivered to students. Messages received by telephone or delivered in person will be sent to an administrator who may forward the message to the student. Students should not expect to receive messages from employers concerning work schedules. Bus passes and parent/guardian messages are to be made to the school before 2:00 p.m.

### **SCHOOL CLOSINGS**

Poor weather conditions or unforeseen circumstances may force the closing of school or require sending students home early. In addition to our Instant Alert Systems, announcements regarding school closing will be made over the the following stations:

KB101 Bemidji 101.1 FM, KTRF Thief River Falls 1000 AM, KKCQ Fosston 1480 AM, KKDQ 107 FM, WBJI Bemidji 98.3, KKAQ Thief River Falls 1469 AM, KXJB Channel 4 Fargo, KVLV11 Channel 11 Fargo/Grand Forks.

Please listen to these stations when severe weather threatens. Too many calls to the school tie up the phone lines and prevent us from communicating with bus drivers and school personnel. Parents should use discretion in placing their child on the bus during inclement weather. Parents need to have a plan if your child is sent home during the day.

### **BUILDING SERVICE PERSONNEL**

Building service personnel are very important people in our school system. They perform many necessary duties within the school. Their job is difficult and never-ending. Be considerate and appreciative of their efforts. Kindly assist these people by using the waste cans, not writing on desks, etc., to help make our school a cleaner, better place.

### **ILLNESS/NURSE**

Students who become ill during school should obtain a pass from the classroom teacher to go to the office. Students must check in at the office for a pass to go to the nurse. The nurse will visit the student in their location if they have had chronic visits to the nurse. The nurse will determine if student needs to go home and note that on the pass back to the office.

### **MEDICATIONS**

Prescribed medications will be administered by a licensed nurse or trained staff member. An "Administering Prescription Medications" form must be completed annually or if there is a change in medications. Prescription/nonprescription medications require a completed signed request form from the student's parent and must be in their original container.

### **DANCES**

Clearbrook-Gonvick School dances are for students only unless special permission is received. The doors are closed one hour after the dance begins. Any student who leaves the dance is not allowed to return. Staff have the right to seek medical attention for students as needed. Parents must pick their student up from the dance/activity if medical attention or disciplinary action is required for the student.

Students who are in the 7th and 8th grade may not have a disciplinary referral prior to any of the dances in each 9 weeks. Students will be informed of the loss of dance privileges.

Students attending the Junior/Senior Prom must be a student in good standing and under the age of 21 years.

Consequences for inappropriate behavior:

**First Offense** – Student will be suspended from the next two (2) dances and any additional disciplinary action based on CGHS behavior plan as well as subject to additional MSHSL policies.

**Second Offense** – Student will be suspended from all dances/related activities and any additional disciplinary action based on CGHS behavior plan as well as subject to additional MSHSL policies.

## **JUNIOR-SENIOR BANQUET AND PROM**

Guests must have attained the freshman year in high school to be eligible to attend the banquet and dance. Everyone who attends the banquet must remain until the entire program is completed. All CGHS juniors and seniors and approved guests are eligible to attend. Guests must be at least a sophomore and under the age of 21 to attend.

## **LOCKERS**

Each student is assigned a locker for storage of books, materials and personal articles. Students are not to share lockers or move to another locker without office approval. All students are strongly advised to obtain a lock for their gym lockers. DO NOT, under any circumstances, share your locker or its combination with another person. Since lockers provide only minimum security, valuables should not be stored in lockers.

The school will not be responsible for losses due to theft. Please understand that lockers belong to the school, and we let you use them for convenience. Inappropriate materials should not be displayed in lockers. The lockers are school property; therefore administration has the right to inspect the lockers at any time. Please keep your locker neat and organized so that you can easily find the things you need. Students must use a lock on their gym locker.

## **SEARCHES**

The personal possessions of students and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law, school rules, or district policies.

As soon as practical after the search, the school authorities will provide notice of the search to students whose possessions were searched unless disclosure impedes and ongoing investigation by police or school officials.

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

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection will not be tolerated. Consequences will follow harassment procedures.

## **VALUABLES**

Common sense and consideration is the best guide to determine whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables, which

students bring to school. It is recommended that students leave valuables at home. If special circumstances make it necessary to bring substantial cash or other important possessions to school, registering them and leaving them at the office can safeguard these items.

## **RESTRICTED AREAS**

The building is open to students from 7:30 am until 4:30 pm during school days. Students may not enter the building at other times unless accompanied and supervised by a certified staff member. Once the day begins, students must remain out of the parking lots unless permission is received from an administrator. The elementary section of the school is off limits to high school students during the regular school day unless a student has permission to enter that part of the building. Clearbrook-Gonvick High School does not have an open lunch policy. Students are not permitted to leave campus for lunch unless given permission. The use of the weight room must be under the supervision of a certified staff member at all times. Missing class to use the weight room is not permitted.

## **SCHOOL-WIDE INFORMATION TECHNOLOGY USE**

A technologies use policy is in effect in the Clearbrook-Gonvick Schools and is available in the offices of the various schools. Parent permission form must be signed for students to be able to access the Internet on school district computers. These forms are available at the administration offices of each building. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. School rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right and entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks.

It is presumed users will comply with district standards; the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files/communications to maintain system integrity and insure users are using the system responsibly. Users should not expect that files stored on district servers would always be private. All Clearbrook-Gonvick School Board Policies must be adhered to. Violations may result in a loss of access as well as other action

The following are NOT permitted:

- \* Sending or displaying offensive messages or pictures
- \* Using obscene language
- \* Harassing, insulting or attacking others
- \* Damaging computers, computer systems or computer networks
- \* Violating copyright laws
- \* Trespassing in another's folders, work or files
- \* Intentionally wasting limited resources
- \* Employing the network for commercial purposes
- \* Violation of any local, state, or federal statutes

## **DISASTER DRILLS**

From time to time throughout the year we will have fire drills, tornado drills, and lockdown procedures. Please be ready to respond when signals are given without waiting for instructions from the teacher. You should make sure you know in advance where you are to go for each type of drill from each room you use regularly. Please understand that these drills are potential lifesavers in a real emergency, so you need to take them seriously. Fire alarm exit procedures are posted in each classroom and will be reviewed periodically.

## **AUTOMOBILES AND OTHER MOTORIZED VEHICLES**

Automobile access to the campus is considered a privilege, not a right. Safe and courteous driving is expected of every student driver. Students finding it necessary to drive to school should drive very carefully, especially around the school building.

No student may occupy his/her or any other car during the school day. This includes lunch hour. Violators of this regulation will be subject to disciplinary action. The above rules also apply to motorcycles, snowmobiles, and ATV's. Student parking is located in the front lot located in the front entrance of the high school building only. Cars improperly parked or not displaying a student parking identification tag may be towed at the owner's expense.

**Driving and parking on school property privileges may be revoked or suspended for the following reasons:**

1. Reckless driving or speeding on school grounds.
2. Excessive vehicle noise
3. Unauthorized use of the vehicle during the school day or at a school activity. Doors are to be kept locked. Students are responsible for anyone in their car whether or not they have been given permission.
4. Excessive tardiness, truancy or absences where driving is determined to be a factor.
5. Any accident on school property when the student is at fault.
6. Continued parking in non-designated locations.
7. Failure to follow posted parking regulations and signs.
8. Failure to yield right-of-way to buses.

The school is not responsible for the automobile or its' contents.

There is to be no loitering in the parking lot or visitation in the parking lot without permission. Students may only park in the student parking lot. Student vehicles may be subject to search if there is reasonable suspicion that a student's vehicle contains an item that is a violation of school policy. Registration forms are available in the main office.

## **FIELD TRIPS**

On trips representing the school, students must bear in mind that their behavior reflects not only on themselves, but also on the Clearbrook-Gonvick High School and community. Therefore, each student shall be accountable for any adverse publicity that he/she may cause. When a student goes to an

event with a class, group or team, he/she must return on the bus. Any other arrangements must be made prior to the trip with the teacher or coach and an administrator. The only exception will be where parents request in person to take a student home. A parent signature will be required. Students who misbehave on a field trip are subject to disciplinary action and may lose field trip privileges.

### **COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

It is the policy of the School Board that students with communicable diseases not be excluded from attending school in their regular classrooms as long as their attendance does not create a substantial risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in consultation with community health and private health care providers. Procedures for the inclusion of student with communicable diseases will include review of the educational implications for the student and others with whom he or she comes into contact.

### **DUE PROCESS**

Clearbrook-Gonvick Schools will not deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion as prescribed in the Minnesota Pupil Fair Dismissal Act of 1974.

### **SECTION 504 POLICY**

It is the policy of the Clearbrook-Gonvick School Board of Education to provide a free and appropriate education to each handicapped student within its jurisdiction of the nature of severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA).

### **CO-CURRICULAR AND EXTRACURRICULAR**

In the early 1970's the National Association of Secondary School Principals conducted a nationwide study to identify indicators of future successes of high school students. They discovered that neither grade point average nor test scores were reliable indicators of success; however, they did find that involvement in student activities such as band, choir, music groups, National Honor Society, student council, and athletics was a very strong success indicator. Students who learned how to organize, follow through, and how to work with other people were well prepared to take their place in the real world and to succeed.

Students are encouraged to become actively involved in as many activities as possible. Clearbrook-Gonvick High School is a member of the Minnesota State High School League, and has agreed to adhere to its guidelines for eligibility or participation in these activities. Our school has developed its own policy in regard to participation in all school-sponsored activities. Students participating in athletics must also have physical exams by their family doctor.

## ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

*\* This policy applies to all students involved in any extracurricular/cocurricular activities and/or job shadowing/training programs.*

A student's academic work is the most important aspect of his or her education. Students are expected to be working up to their ability in all classes. Students are required to sign specific eligibility requirement forms to participate in extracurricular activities. Following are the academic and eligibility requirements of the Clearbrook-Gonvick School District: Fees will be charged for all extra curricular activities.

### Academic

1. Students must meet extracurricular and activity eligibility requirements in order to participate in the following and all other events as determined by the C-G Administrations: all sports, Homecoming, Sno Daze, plays, Student Council, Knowledge Bowl, Speech, National Honor Society, Robotics, and any and all group and school organized activities.
2. To participate in any extracurricular activity and school function a student must not receive a grade of "F" in any class.
3. Students grades will be checked quarterly. Each failing grade would result in one game or one week ineligibility (whichever is longer) During this ineligibility period, students are required to attend all practices. The student must be receiving a passing grade at the end of the ineligibility period to become eligible. If, after serving their time, the student is passing all of his/her classes, they would regain eligibility. If the student is not passing all of their classes at that time, they will continue to be ineligible until they are passing. Students will only be allowed to check their grades each consecutive Wednesday, at which point they will become eligible if they are passing.
4. Students must abide by the Minnesota High School League Code of Conduct and adhere to the high standards of social behavior implied.
5. Attending events and/or association to events where illegal substances are present or illegal activities are underway are a breach of the Minnesota High School League Code of Conduct and will result in ineligibility. The Activities Director and High School Principal will determine the duration and severity of the ineligibility.
6. Students must be in good standing and not have exceeded the 12/6 day attendance rule. Students who are not in good standing or have exceeded the attendance rule are ineligible and can only be reinstated through the appeal process.
7. If a student misses classes due to illness the student will not participate in evening school-related activities. A student must be in attendance a minimum of one half day on the day of an event.
8. Students must be in regular attendance for the full day on the day following an event.
9. Appeal procedure: Any student not meeting the above academic standard may appeal in writing to the Activities Director/Principal to have the student's eligibility reinstated because of special circumstances. A committee made up of the Principal, Activities Director, counselors and teachers involved in the unsatisfactory grades and/or behavioral issues will determine eligibility after the appeal hearing.



## **Student Removal from Class/Detention Policy Proposal**

School sponsored activities will be divided into two categories.

**Category I activities will include:** Football, Volleyball, Cross Country, Boys Basketball, Girls Basketball, Boys Track, and Girls Track

**Category II activities will include:** Robotics, Knowledge bowl, FFA, Band, Choir, One-Act Play, Trap, and Archery.

If a student is removed from a class for ANY reason AND if a detention is given to them by administration in the office, then the following steps will be followed:

1. Detention must be served before the next activity in which that student is a participant.
2. After the detention is served the student will then receive:
  - a. **Category I**
    - 1<sup>st</sup> Offense—a conversation with Activities Director stating that the next time they are removed from ANY class for ANY reason, they will be ineligible the following game/activity. Parent Contact.
    - 2<sup>nd</sup> Offense—Removal from the next game/activity.
    - Subsequent offenses—Removal from next game/activity.
    - If an ISS or OSS is issued revert to the consequences for a second offense.
  - b. **Category II**
    - 1<sup>st</sup> Offense—a conversation with the Activities Director stating that the next time they are removed from ANY class for ANY reason, they will be ineligible the following game/activity. Parent Contact.
    - 2<sup>nd</sup> Offense—consequence by coach/advisor
    - 3<sup>rd</sup> Offense—removal from next contest/activity.

### **Chemical**

A student shall not use, have in possession\*, buy, sell or give away any mood altering chemicals (tobacco, alcohol, or drugs).

**\*Possession:** Knowingly have in one's control the prohibited substance but it is not necessary that it be upon the student's person. In order to possess in violation of this policy, it is only necessary that the prohibited substance be in place under the student's control or if the student was knowingly exercising some dominion or control over it.

### **Penalties for Category 1 Activities:**

**First Violation:** After a violation has been determined, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a

participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

**Second Violation:** After a violation has been determined, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or three (3) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

**Third Violation:** After a violation has been determined, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

**Fourth Violation:** The student must become a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum of six (6) weeks after entering and successfully completing the program. The director or a counselor of a chemical dependency treatment center must issue such certification.

**Fifth Violation:** Students may not participate in extracurricular activities unless otherwise determined by administration.

**Accumulative Penalties:** Penalties shall be accumulative beginning with and continuing throughout the student's participation on any team or activity in grades 7 - 12.

## **COUNSELING/GUIDANCE SERVICES**

Our school has a guidance counselor who performs continuous service for our students. The counselor's function is in a number of specialized areas in the course of carrying out these services to our students. Among these are individual and group orientation of new students, counseling students who need help, conferring with parents, testing and test interpretation to students and parents, helping students with educational and vocational planning through individual conferences and group guidance, schedule planning, assisting with college and school application and assistance in job placement. Students are encouraged to make use of our guidance services. You are always welcome to make an appointment, which is made by signing up in advance in the office. You will be called when the counselor is available.

## **SEEING THE COUNSELOR**

Students will come into the Main Office during passing time to sign-up to see the Counselor. The Counselor will call students down when they are available.

STUDENTS ARE NOT TO COME DOWN DURING CLASS TIME TO SEE THE COUNSELOR UNLESS THEY HAVE PERMISSION OR HAVE BEEN CALLED TO THE OFFICE BY A STAFF MEMBER.

## **CONFERENCING WITH TEACHERS**

Parent/Teacher conferences are scheduled twice a year - once in the fall and once in the spring. In addition parents are urged to call individual teachers should they have any questions or concerns. Parents and students may access daily attendance and grades online through their family access account. Students and parents are given a pass code allowing access to your student's grades and assignments. This account may be accessed through the school website <http://clearbrook-gonvick.k12.mn.us>. Please stop by the office if you have not received your username and password.

## **MAKE-UP WORK**

It is the responsibility of the student to make up work missed. When a student has been absent for a legitimate reason, the number of days given to complete and receive credit for the work will be equivalent to the number of days classmates had to complete the assignment. Students should be prepared to take tests on the day returning to school if the test was announced previously or absence was for one day. Students must obtain a make-up slip in the office prior to a planned absence. It is the student's responsibility to obtain assignments to be completed.

## **INCOMPLETE GRADES**

A student is given an "I" for incomplete only if extended illness or some other situation beyond the student's control prevents completion of work by the end of the grading period. An "I" counts as a failure in computing academic athletic eligibility. A student is given no more than one day for each day absent to make up work. The maximum limit is one week after which the "I" becomes an "F". The student receiving an "I" has the responsibility to contact the teacher to determine what work is expected and the date it is due. The teacher giving an "I" has the responsibility to inform the student what is expected in order to meet the grading requirements and the date by which the "I" must be cleared. The teacher must then report the grade promptly to the school office.

## **FINAL TESTS**

Final tests are given for all classes and all grades on a semester basis.

Final tests will be scheduled during the last three days of the year. First semester final tests will be scheduled during regular class time.

## **GRADUATION REQUIREMENTS**

Students must be enrolled as a Clearbrook-Gonvick School student in order to participate in the Clearbrook-Gonvick School graduation ceremony.

### **Seventh and Eighth Grade**

Students must satisfactorily complete the Clearbrook-Gonvick High School 7th and 8th grade curriculum. Grade reclassification/retention occurs when a student fails more than one (1) core class in 8th grade. Grade reclassification/retention occurs when a student fails more than two (2) core classes in 7th grade.

### **Ninth through Twelfth Grade**

Students are required to pass their required courses and meet satisfactory credit requirements for graduation. Grade reclassification occurs when a student is unable to pass at least four (4) credits. Any waiver of requirements will be granted only with the principal's approval.

## REQUIRED COURSES FOR GRADUATION FROM CGHS:

<b>English</b>		<b>Health Phy Ed</b>	
English 9	1 credit	Phy. Ed 9	.5 credit
English 10	1 credit	Health 9	.5 credit
Literature	1 credit	<b>Fine Arts</b>	1 credit
Composition	1 credit	<b>Social Studies</b>	
<b>Math</b>		Human Geography	1 credit
Algebra II	1 credit	U.S. History	1 credit
Geometry	1 credit	U.S. Citizenship	.5 credit
Math Electives	1 credit	World Studies	.5 credit
<b>Science</b>		Economics	.5 credit
Physical Science	1 credit	<b>Business/Career</b>	
Biology	1 credit	Personal Finance	.5 credit
Chemistry/Physics	1 credit	Bus/Com Elective	.5 credit
		<b>Electives</b>	7.5 credits
<b>Total Credits Needed</b>		<b>24</b>	

### SUMMARY OF CREDITS REQUIRED FOR GRADUATION:

The credit requirement for the Clearbrook-Gonvick Schools is the minimum State of Minnesota credit requirement for graduation of 22.5 credits. Students will be enrolled in 6 classes.

Credits toward graduation will be accepted from authorized, accredited schools.

Students who qualify for special education/Section 504 may be granted permission to pursue alternative programs leading to graduation. These programs will be developed by the special education department and approved by the administration.

\*\*Students who fail classes and lose 4 or more credits in the school year will repeat the grade. Teacher team over-rides may be considered under unusual circumstances.

### HONOR ROLL

At the end of each marking period, an honor roll will be posted and published. Students listed on the honor roll have met requirements for a "B", 3.0 GPA or an "A", 3.67 GPA for the grading period. Honor roll students will not have an "F" or "I" and be enrolled in at least six (6) classes for the grading period.

### GRADUATION CEREMONY

The graduation ceremony is a public acknowledgement honoring those students who have successfully completed all graduation requirements set forth by the State of Minnesota and the Clearbrook-Gonvick School Board. The student must be a full-time student in accordance with the regular attendance policy. Students must be enrolled at Clearbrook-Gonvick High School for the semester prior to graduation.

All paperwork/official transcript information indicating successful completion of requirements must be submitted to the CGHS office NO LATER than two (2) weeks prior to graduation.

All books, equipment must be returned to the school.

All lunch/band/choir/shop/library or other bills/fees must be paid prior to graduation.

All detentions, assignments or other school obligations must be completed prior to graduation.

All requirements for credits, tests and standards must be met.

Upon completion of District and State requirements the student will receive a diploma.

A student is not required to attend the graduation ceremony to receive their diploma.

If it becomes evident that any student has used any controlled substance prior to the graduation ceremony, that student will be reported to law enforcement, asked to immediately leave the premises, and will not be allowed to participate in the commencement exercises.

### **VALEDICTORIAN AND SALUTATORIAN**

The 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade average is used to calculate these positions in the senior class. To be considered, a student must be enrolled in Clearbrook-Gonvick High School during their senior year and have earned 12 of the 21.5 required graduation credits through Clearbrook-Gonvick High School.

### **GRADUATION ATTIRE**

Graduates may wear any of the following clothing for graduation: dress pants, dress capris, skirts, and dresses. No jeans, shorts, flip-flops, or sunglasses will be permitted. There should not be any type of outerwear or jewelry on the outside of the graduation gown. Students will be monitored for appropriate clothing and pulled from the graduation line if not dressed appropriately.

### **EARLY GRADUATION**

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

1. All course, credit and standards requirements are met
2. Interview with administration and parent/guardian regarding post-secondary educational opportunities
3. The principal's decision will be in writing and subject to review by the superintendent and school board

### **SCHEDULE CHANGES**

Students may change schedules. THE DEADLINE FOR CHANGING CLASSES IS AT THE START OF THE SEMESTER. Students taking online courses will be held to the standard of the state colleges of the State of Minnesota. Students who drop out of a class after the fourth week of a semester will receive a "NC" on the report card. The "NC" can be removed only by successful completion of the class.

Grading will be completed by semester with progress grade reporting at each quarter. Semester tests will be administered in every class, grades 7 – 12.

## STUDENT RECORDS

The school will maintain records on all students. Information included in these records may not be released without written parental consent except under two circumstances. One, a transcript of student records will be forwarded to another school when a student transfers. Two, a transcript will be sent when a student applies for admission or scholarship to a post-secondary institution. Parents and students may view these records upon giving written request to the office. Student progress can be monitored by parents/guardians via Synergy on the internet. Please call the office for further information.

## DIRECTORY INFORMATION

Students must request within 30 days of their first attendance day to have their name, age, address, and/or other information listed as an athletic team member, parent names, and awards removed from our directory information lists that are made available to agencies legally able to access this information.

## HONOR ROLL/HONOR GRADUATES

Honor roll is determined each semester, based on the student's grade point average for that semester. Students must be enrolled full time at the high school in order to qualify for the honor roll. To be included on the "B" honor roll, a student must have at least a 3.00 GPA and no grade lower than a C-. To be included on the "A" honor roll, a student must have at least a 3.60 GPA and no grade lower than a B-. Grade point averages are calculated as follows:

A	4.00	B-	2.60	D+	1.30
A-	3.60	C+	2.30	D	1.00
B+	3.30	C	2.00	D-	0.60
B	3.00	C-	1.60	F	0.00

Grade point average is determined by the grades you have received in courses, the credits in each course, divided by the number of credits taken. Pass/No Pass will have no grade point average assigned. Students who have NC for attendance or D's, F's, or Incompletes on their report cards will not be considered for the honor roll. Any student wishing to take an online class must submit a written request and receive approval from administration 30 days in advance of taking the online course. The request must also be signed by a parent/guardian.

## ACADEMIC AWARDS

In addition to honor roll awards, students are honored who have excelled academically in the ninth, tenth, and eleventh grades. Awards are based on the following cumulative grade point average criteria:

End of 9<sup>th</sup> Grade – 3.90 or above

End of 10<sup>th</sup> Grade – 3.75 or above

End of 11<sup>th</sup> Grade – 3.50 or above

Awards will be printed in the fall newspaper and distributed the following spring following completion of the grade.

## **HONOR GRADUATES**

Those seniors with a cumulative GPA of 3.00 or higher from grades 9 through 12 will be recognized as HONOR graduates, students with a cumulative GPA of 3.3 or better are given HIGH HONOR status and graduates with a cumulative GPA of 3.67 or higher receive the distinction of HIGHEST HONORS at commencement. Seniors who have NC's or Incompletes on their report card may not be considered graduating with highest honors, high honors or honors.

## **INTERNATIONAL EXCHANGE STUDENTS**

Exchange students will be placed in the grade that corresponds to their school progress. International Exchange students must complete the required courses and standards for the grade they are enrolled in and must earn at least 6 credits during the year. Exchange students will receive a Certificate of Attendance for their year of study at Clearbrook-Gonvick High School.

## **NATIONAL HONOR SOCIETY**

Selection to the National Honor Society is an honor. It is recognition that a student has achieved an excellent academic record and also made important contributions to his/her school and community. Good scholarship is combined with service, character and leadership. To be eligible for membership, one must be at least a sophomore at CGHS and have a minimum of a 3.3 GPA. A student must also have demonstrated those elements of service, character and leadership in ways for making a good world. A faculty council will review the candidate's application and determine who will be accepted for membership.

## **PESTICIDE NOTICE**

Minnesota Schools must maintain an estimated schedule of pesticide applications. The projected schedule for pest inspection and pesticide application, if needed, is the first week of January, April, July and October. There may be long-term effects on children from these application. Please contact the office at 776-3112 if you would like to be notified prior to pesticide applications.

## **TITLE IX STATEMENT**

It is the policy of Clearbrook-Gonvick Schools not to discriminate on the basis of sex, race, creed, or color in its education programs, activities or employment policies as required by Title IX of the 1982 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent of Clearbrook-Gonvick Schools or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Any person who has a complaint will represent the complaint in writing with reasons for the complaint to the principal. The principal will investigate the complaint and determine whether the school is in violation. The decision will be made in writing within fifteen (15) days of the reception of the complaint. If the principal finds the complaint is justified, action to rectify the complaint will be taken. If the principal find the complaint is not justified, the complainant will be so informed in a written communication. If the complainant is not satisfied with the findings, an appeal may be made to the Board of Education in writing within fifteen (15) days of receipt of the written decision of the principal. A hearing before the Board of Education will occur no later than thirty (30) days after request for hearing is formally made. This decision may be appealed to the Office of Civil Rights.

**SEX NONDISCRIMINATION**

The school district will provide equal educational opportunities for all students and will not unlawfully discriminate on the basis of sex. No student will be excluded from participation in denied the benefits of, or otherwise subjected to discrimination in any educational program or activity operated by the school district on the basis of sex. The Superintendent of Schools, as Human Rights Officer, will receive reports, complaints or grievances.

**DISABILITY NONDISCRIMINATION**

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

**DISTRICT POLICIES**

A complete copy of Clearbrook-Gonvick School District Policies is available in the Clearbrook-Gonvick School District Office.



## HIGH SCHOOL STAFF DIRECTORY

### STAFF

Kim Anderson  
 Andy Anderson  
 Megan Godtland  
 James Bettin  
 Sarah Goudge  
 Cathy Dickey  
 Casey Kroulik  
 Jolee Hjort  
 Shelby Dukek  
 John Lavin  
 Andrew Kaucher  
 Michelle DeVries  
 Linda Brown  
 Ross Faldet  
 Kyle Christianson  
 Tara Olson  
 Marianne Trcka  
 Cathy Gee  
 Katrina Stewart  
 Tamara Ragan

Agriculture  
 Behavior Interventionist  
 Counselor  
 Business/Math  
 Science  
 Science  
 Social Studies  
 Social Studies  
 Math  
 Math  
 English  
 English  
 Art  
 Industrial Technology  
 PE/Health/AD  
 Special Education/EBD  
 Special Education/SLD  
 Special Education/DCD  
 Band  
 Choir

### HS SUPPORT STAFF

Debbie Moy  
 Jenetta Mathson  
 LeeAnn Vettleson  
 Paula Boomgaarden  
 Elsie Pond  
 Judy Engebretson  
 Misty Larson  
 Linda Titera  
 Darlene Bergman  
 JoAnn Lavin  
 Rachel Nelson  
 Jamie Weems  
 Mary Mohr  
 Linda Box  
 Jalina Gerlofs  
 Jennifer Mathison  
 Amy Berg  
 Donna Rude

Adm. Asst. to Superintendent  
 Adm Asst/Synergy/Test Data  
 Human Resources  
 Business Office  
 Technology/Library  
 Community Ed.  
 Paraprofessional/Indian Ed.  
 Paraprofessional/Special Ed.  
 Paraprofessional/Special Ed.  
 Paraprofessional/Special Ed.  
 Paraprofessional/Special Ed.  
 Paraprofessional/Special Ed.  
 Paraprofessional/Special Ed.  
 Paraprofessional/Special Ed.  
 Paraprofessional/Special Ed.  
 Paraprofessional/Special Ed.  
 Paraprofessional/Special Ed.

Sheree Hoie  
Carrie Haugen  
Lowell Bjerke  
Jean Naastad  
Virgil Tronnes  
Ron Bjerke  
Kip Hanson  
Robin Proffit  
Kathy Bergman  
Starla Sather  
Michael Lindgren

Paraprofessional/Special Ed.  
Paraprofessional/Special Ed.  
Head Custodian  
Custodian  
Custodian  
Custodian  
Custodian  
Head Cook  
Cook  
Cook  
Kitchen Helper

### **HIGH SCHOOL CLASS ADVISORS**

12th Grade	Megan Godtland & James Bettin
11th Grade	Sarah Goudge & Robin Profit
10th Grade	Casey Kroulik & Andrew Kaucher
9th Grade	Ross Faldet & Kyle Christianson
8th Grade	John Lavin & Kim Anderson
7th Grade	Jolee Hjort & Cathey Dickey & Michelle DeVries

### **HIGH SCHOOL CLASS OFFICERS**

#### **7th Grade:**

President- Logan Westrum  
Vice President- Dawson Quern  
Secretary- Sydney Dahlke  
Treasurer- Julie Lavin

#### **9th Grade:**

President- Obadiah Hammer  
Vice President- Jaquincy Hammer  
Secretary- Amara Churness  
Treasurer- Gabe Lavine

#### **11th Grade:**

President- Adriana Churness  
Vice President- Emily Bergman  
Secretary- Kristen Weems  
Treasurer- Tucker Lene

#### **8th Grade:**

President- Danielle Faldet  
Vice President- Theodore Tollefson  
Secretary- Dana Melby  
Treasurer- Kaylee Westrum

#### **10th Grade:**

President- Jackie Lynn Taflin  
Vice President- Gage Julin  
Secretary- Lindsey Gray  
Treasurer- Allison Lewis

#### **12th Grade:**

President- Madelynne Faldet  
Vice President- Keisha Jones  
Secretary- Mikala Johnson  
Treasurer- Morgan Cornell