

SOUTH KOOCHICHING-RAINY RIVER SCHOOL DISTRICT #363



Be Respectful, Be Responsible and Be Prepared!

Indus Magnet School K-12

Indus Nation (PBIS)

STUDENT HANDBOOK

updated 7/2/2020

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¹ [*] Notice required by Statute

² [^{**}] Notice required by policy

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Welcome to the South Koochiching-Rainy River School District.

We thank you for working with us in making our school a safe and positive learning environment for your student.

Our mission: To prepare communities of tomorrow by promoting lifelong learning, positive values, school pride, mutual respect, and individuality.

Handbook Description (layout, navigation, references to school district policies, etc.)

1) Information

2) Academics

3) Rules and Discipline

4) Health and Safety

Topics within these categories are alphabetized.

Policy Information: All district policies can be found online on the school website. You may find them by navigating to: Our District>District #363>District Information>Policies

OR

You may type in the following URL: <http://www.indus.k12.mn.us>

Purpose: This handbook was written with the purpose of providing information and guidance to students and parents, both new and continuing. It covers such topics as curriculum, conduct, extracurricular activities, grades, discipline, and transportation. As additional communication is deemed necessary, it shall be distributed by special bulletins or through the daily announcements. **It is your responsibility as a student and parent to become familiar with its contents. Every situation cannot be covered, so if you are in doubt about something, please ask.**

A. **Aims and Objectives:**

1. School District #363 seeks to provide a wide-ranging curriculum which is conducive to educational growth and development.
2. School District #363 seeks to provide experiences in the social interaction and development of its students.
3. School District #363 seeks to provide for citizen development that will extend beyond the classroom.
4. School District #363 commits itself to helping individual students determine personal goals in keeping with his/her capabilities and to move steadily towards those goals.
5. School District #363 feels that education should stress development in the skills of reading, writing, speaking, listening, computing, thinking, and evaluating.
6. School District #363 will provide opportunities for development of physical and mental health and well-being.

B. **Interpretation of the Indus Student/Parent Handbook shall be subject to the discretion of the administration**

PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are **8:00AM-4:00PM**.

Students may be dropped off beginning at 8AM students must be in the commons until 8:15, and picked up at 3:15PM, in the school parking lot. The area in front of door #1 is reserved for bus pick up and drop off from 8:00AM-8:30AM and 3:00PM-3:15PM.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at:

<http://www.indus.k12.mn.us>

Class Assignments

Student schedules and class assignments are subject to the discretion of the District based on student needs and course availability. Class changes, at the request of students, may be made by the end of the third day of school for both first and second semesters. All requests must be approved by the Principal.

Complaints

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

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

Employee Directory

Staff information may be found under the "Our Staff" tab on the district website. Please select either Elementary or High School level to find your teacher.

Employment Background Checks [*]

The school district will obtain criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district,

regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees [*]

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school office.

Food in the Classrooms

Snacks and select bottle beverages will be allowed in the common, and tiled areas. Non-carbonated beverages stored in re-sealable bottles may also be allowed into teachers' classrooms, per individual classroom rules. No pop will be allowed in school anywhere, except when sold at concessions during extra-curricular activities. If students are not responsible in cleaning up their snacks and beverages,

administration may suspend this privilege for any and/or all students as long as necessary. No food or drink will be allowed in the library or computer lab.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Principal. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Gifts to Employees

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

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Holiday Celebrations and Parties

See policy * 618.

Interviews of Students by Outside Agencies

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

Lunch

A. Cost of Lunches: The charge for full price student lunches is set by the school board yearly prior to the beginning of the school year. The school office will assign each student a personal identification number (PIN).

1. Students eating the school lunch or bringing their lunch from home must eat in the school cafeteria.
2. No soft drinks are allowed in the cafeteria during the noon period.

3. Students will line up and punch in their own PIN into the system as they go through the line.
4. The lunch line monitor will verify that each student is correctly identified.
5. Lactose free milk will be offered to students at the same price as regular milk for those students that are lactose intolerant.

B. Free and Reduced Lunches: Free and reduced meals are available for students of parents eligible to participate. Arrangements for these meals are made through the office on a confidential basis. Families using free or reduced meals must reapply yearly. Please do so the first day. For more information regarding eligibility for free and reduced price meals, contact the School Secretary.

C. Behavior in the Lunchroom: Students are asked to use good manners and judgment.

1. Students using improper lunchroom behavior may have their lunchroom privileges revoked for a period of time and may receive a detention.
2. All food containers, trays, utensils received by a student must be "bussed" by the student.
3. Student admission to the lunchroom is based on seniority. Starting with 12th grade and ending with 7th grade during the high school lunch hour. Students are not to "jump" forward in the line or reserve spaces for friends.
4. Lunch is to be eaten in designated areas only, and all food should be consumed prior to leaving the lunchroom.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency.

1. Students should learn to plan ahead and develop personal responsibility by not asking to call for forgotten materials and equipment, or instructions.
2. The school will cooperate in taking messages and relaying the information to the students but this must be done in a manner at a time that will not interrupt classes.

Nondiscrimination [*]

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

Notice of Violent Behavior by Students []**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held twice per year (fall and spring), as labeled on the board-approved, school calendar. For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building parents/guardians should contact the principal along with the classroom teacher, and receive prior permission. Parents/guardians who visit the school should sign in at the school office before entering a classroom. For more information, contact the School Secretary.

Pledge of Allegiance [*]

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

Class Schedule

	First Bell rings	8:28	
	Home Room	8:31 - 8:46	
Period 1	8:49 - 9:37	Lunch	12:10 - 12:37
Period 2	9:40 - 10:28	Period 5	12:40 - 1:28
Period 3	10:31 - 11:19	Period 6	1:31 - 2:19
Period 4	11:22 - 12:10	Period 7	2:22 - 3:11

School Activities

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

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

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

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

School Closing Procedures

A. School may be cancelled when the Superintendent/Principal believes the safety of students and employees is threatened by severe weather or other circumstances.

1. If a decision to close schools is made or a late start is scheduled parents will be notified by the Honeywell Instant Alert System and local TV and radio stations will be notified. Please check our website and facebook page for up to date information.
2. Additionally, WDIO/WIRT /KBJR Duluth, and International Falls KSDM will be notified. Please understand that you may need to check more than one source as many of the above phone lines are too busy to get through if there are several school closings.

B. Early Dismissal: Dismissing school because of a school emergency or severe weather problems will be done only in case of real necessity. The parent/parents will be notified the same as in School Closings in Item 1.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Whenever feasible, either the student involved or a third party will be present during the search. Locks will be assigned to each student and only school locks are to be used on phy. ed. lockers. If a student uses their own lock, they must provide the office with the combination or key to open the lock or it will be removed. Book lockers are equipped with a combination lock.

- **LOCKING LOCKERS IS THE STUDENT'S RESPONSIBILITY.**
- **IT IS STRONGLY RECOMMENDED THAT YOU DO NOT LEAVE MONEY, OR OTHER VALUABLE ITEMS IN YOUR LOCKER WITHOUT LOCKING THE LOCKER.**

Desks

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

Personal Possessions and Student's Person

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

Vehicles on Campus []**

- A. Purpose: The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

- B. General Statement of Policy: It is the policy of this school district to allow the limited use and parking of motor vehicles by students. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

- C. Student Parking of Motor Vehicles in School District Location: Students are permitted to park on school property is a privilege, not a right.

- D. Driving Vehicles to School:
 - 1. Drivers are asked to observe a 10 mph speed limit on the school grounds at all times.
 - 2. Drivers of motorcycles are to use blocks on their kickstands so they do not gouge into the pavement.
 - 3. Only licensed drivers may operate a motor vehicle to, from, or around the school.
 - 4. This includes snowmobiles and any other type of vehicle. Students who do not have a driver's license, but have obtained a license to operate another vehicle, such as a snowmobile, will only be allowed to drive it to school if they have written permission from their parents and have received prior approval from the school.

- E. The following rules apply to students driving snowmobiles:
 - 1. Must wait until 3:20 pm to leave school grounds for the safety of the other students and the bus drivers.
 - 2. Must stay off all walking trails and highway.
 - 3. Must be at least 14 years old.
 - 4. Must use designated route on school grounds and designated parking area.
 - 5. Must have written parent permission and a copy of the license on file at the school. Indus School will need to approve before

you will be allowed to drive.

Any violations will result in a loss of driving privileges for the remainder of the school year. If there are too many violations from the student body, we may choose to no longer allow the driving of snowmobiles to school.

F. Use of Cars for School Activities:

1. Students traveling by car to school-sponsored events during the school day or on activity trips must have either a teacher or a school-approved adult driving each car used.
2. The school has an obligation to provide approved transportation to the participants of school activities. When such transportation is provided, students are expected to use it.

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exterior of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

1. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures: It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspection, searches, and/or seizures as provided by this policy.
2. Seizure of Contraband: If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.
3. Violations: A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's student discipline policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when

- appropriate.
4. Definitions and further information may be found in the school district policy manual.

Student Publications and Materials

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

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal.

"Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

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

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students (an eligible student is one who is 18 or older or who is enrolled in an institution of post-secondary education) with certain rights.

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see *Policy 533*.³

Transportation of Public School Students

School Bus Stops and Route Guidelines and Procedures

The Transportation Department has provided the following information to familiarize you with our District guidelines and procedures related to the bus routes and bus stops. Our primary goal is the safe transportation of students to and from school. It is also important that parents assume a scope of responsibility at the bus stop, including getting children to and from bus stops.

In establishing bus schedules, the objective is to arrange for buses to arrive at school no later than ten (10) minutes before the scheduled beginning of classes and have the students on the bus the least amount of time. All pertinent rules and regulations of the State of Minnesota and its agencies are followed in planning routes, determining stops, etc. Our Bus Drivers will be going up to the house for our students if you know ahead of time that you will not be going to school contact Soren at the School.

1) Transportation Procedures:

A. Minnesota State law has a significant impact on our operating procedures. These regulations include distance requirements that are intended to assure that buses operate in a safe manner and can be easily seen by motorists. The two fundamental criteria used in determining bus routes and stops are safety and efficiency of scheduling.

2) Safety of Routes/Stops:

A. State laws related to school bus transportation must be met. Students are not scheduled to cross main roads to reach their bus stop. For safe pick-up and drop-off, students need to have a consistent established schedule for both AM and PM locations.

Pick-up and drop-off locations may be different, but they need to be consistent and regular. For example, students with split families (2 households) can have

³[*]Notice required by Statute

one AM location and one PM location for each household. Students will be picked-up and dropped-off only at their designated stop unless they have a note from a parent or guardian. A daycare stop can be included in a student's regular schedule. Bus stops will be permanent whenever practical, allowing the public to become familiar with stop locations.

3) Efficiency of Routes:

A. Private driveways must be at least 20 feet wide and be kept clear of snow, ice, vehicles, and other obstructions that would prevent safe travel of school buses.

4) Transporting Instruments and other objects:

A. The school bus is not to be used for transporting freight, goods or merchandise other than which is carried on the laps of passengers. Music instruments have to be carried in the lap of the passengers. Perfumed items such as hair, body sprays (including pumps and /or aerosols), fingernail polish, etc. may be carried but not used inside the bus.

B. THE FOLLOWING ITEMS ARE NOT PERMITTED ON THE SCHOOL BUSES:

Animals, insects, hazardous materials, knives, guns, flammable solutions, skateboards, skis, ski poles, fishing gear, hockey sticks, baseball bats, golf clubs, sleds, oversized school projects.

5) PARENT'S RESPONSIBILITY

A. Have students properly dressed and ready to board the bus when it arrives, the bus wouldn't sit and wait and stay on schedule. No child will be transported in any District vehicle without a jacket, pants, closed toed shoes or boots, during the winter months.

B. Recognize that it is a privilege not a right for your child to ride the bus.

C. Review the bus stop rules with your children.

D. Recognize your child will be picked-up and dropped-off only at their designated stop unless they have a note from a parent or guardian.

6) TRANSPORTATION OF PUPILS

Regular to and from School Transportation. It shall be the policy of Independent School District #363 to make available transportation services to all students given the following guidelines:

The Supervisor of Transportation or designee shall establish bus stops and shall administer such bus stops in the following manner.

- A. All students in Preschool through 12 will be picked up and delivered at their driveways or designated bus stop.
- B. The Supervisor of Transportation is hereby authorized to designate bus stops as group pickup and delivery points whenever reasonable and practical. Pupils in grades Preschool through 12 may be expected to walk a distance not to exceed three-tenths (3/10) of a mile. Pupils on late activity bus routes may be expected to walk a distance not exceed three-tenths (3/10) of a mile.
- C. Bus stops may be designated on private property when serving an apartment complex or mobile home park.
- D. Private driveways of less than three-tenths (3/10) of a mile will not be entered. Private driveways greater than three-tenths (3/10) of a mile, shall only be entered after approval of the Supervisor of Transportation.
- E. Consideration for approval will be based upon distance, maintenance level of the driveway, and adequacy of the bus turnaround area.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

[Note: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

Video and Audio Recording

School Buses

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

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II — ACADEMICS

Alternative Educational Opportunities

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

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Class Rank/Academic Standing

- A. **Class Standing - Sr. High:** Class standing in the senior high is based on total credits earned, not the number of years with a group or class.
1. To be considered a sophomore, a student must have successfully completed a minimum of 6 credits.
 2. To be considered a junior, a student must have successfully completed a minimum of 12 credits in grades 9 and 10.
 3. To be considered a senior, a student must have successfully completed a minimum of 19 credits in grades 9, 10 and 11.
- B. **Class Standing - Jr. High:** Students will be accepted into the 7th grade upon the recommendation of the appropriate officials of the previous grade or school. However, to advance in grade standing, students must demonstrate the ability to do classroom work at the higher level.
1. Any junior high student receiving 3 or more failing grades for a semester's work shall repeat the grade the following year unless promoted with administration approval (the entire year of Grade 7 or Grade 8 Health is considered one semester of work).

2. In some instances, students eligible for promotion will be assigned to the higher grade but will be required to repeat a failing course from the previous grade.

Early Graduation

Students may be considered for early graduation after completing the conditions provided in district policy.

Extended School Year Opportunities

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

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Students' grades will be reported four times during the year. Report cards will be mailed home for high school students. Elementary students will have report cards sent home with them. Online grade reports may be reviewed at:

<https://indus.onlinejmc.com/>

- A. Grading System: A report of student progress will be made every nine or ten weeks. Letter grades (such as A, B, & C) will be given concerning the student's work with the exception of teacher's assistants, and school to work programs. which will be graded on a Pass/No Pass scale. The report card issued to a student at each grading period need not be returned to the school.
 1. Different teachers, because of various subject requirements and procedures, may use different marking or grading procedures. Teachers have been asked to acquaint you with their grading procedures, JMC Portail via school website/or parent-teacher conferences and you should check with them if you have any questions.
 2. Progress reports shall be sent home at the end of each 5th week of a nine-week grading period or at any time a student's work is not satisfactory. The purpose of these reports is to indicate a pupil's current grades.
 3. If a student receives an unsatisfactory report, students and **parents are encouraged to contact the teacher** for a conference to help remedy the deficiency.
 4. Student grades that are in 7-12 are posted and updated regularly on

the JMC Portal that parents can be accessed through our Indus website. Parents will be given a password from the office and are strongly encouraged to check that site often. Any questions about the grades should be directed to the teacher of that class.

Graduation Requirements [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from SKRR Schools/Indus School. Students must also take and/or pass the state-identified proficiency tests, Minnesota comprehensive assessments, Minn, alternate assessments, and/or other applicable tests, if required by Minnesota state statute.

- A. Courses for Jr. High: Normally all classes offered for grades 7 and 8 will be required. Students will have a choice between band and/or choir. They must participate in one of the two for at least semester one of their 7th and 8th grade year to meet the state standards in the fine arts.
- B. Graduation Requirements: Twenty-six credits are required to be earned in grades 9-12, to earn a high school diploma. Credits are earned on a semester basis. Upon the successful completion of any class that meets every day during a semester, a student earns one-half of a credit. This requirement may be waived and a student may earn one-fourth of a credit, if he/she successfully completes a quarter's work in a class and then withdraws from that class. This waiver can only be granted with the approval of the instructor involved and the principal/administrative assistant. The twenty-six credits needed for graduation shall be made up of required and elective courses approved by the State Department of Education and the Board of Trustees of the local district. A student must have satisfactorily completed:
1. 4 credits in English which meet the state Language Arts Standards.
 2. 4 credits in Social Studies which meet the state Social Studies Standards and include US History, Geography, World History, Economics and American Government (or their approved equivalent).
 3. 1 credit total of Physical Education and Health with a minimum of .5 credits in each.
 4. 3 credits in Math in grades 9, 10, 11, or 12. One credit must be Geometry. One credit must be Algebra II or its equivalent. Students who take Algebra I as a 9th grader will receive elective credit and must take and pass an additional 3 math courses to graduate.
 5. 3 credits in science, which meet the state Science Standards. One credit Physical Science, 1 credit Biology, and 1 credit of either Chemistry/Physics, or equivalent meeting the Chemistry/Physics requirements.
 6. 1 credit in the Arts (music or visual arts)
 7. .5 credit in Consumer Education. . It can be waived if students elect to take a 4th credit in higher level math or 4th credit in higher level science.
 8. The remainder of the 26 required credits are from the elective areas.

9. A student who forgoes all or part of his/her senior year and obtains GED certificate shall not be eligible to take part in graduation ceremonies.
10. A student who is under the influence of alcohol, narcotics or any other controlled substance will not be allowed to take part in his/her graduation ceremony. The principal/administrative assistant and class advisor(s) shall have the final say as to whether or not a student has violated this requirement.
11. Only those members of the senior class who have successfully completed all requirements for graduation by 3:15 p.m. on graduation day will be allowed to participate in Indus graduation ceremonies. Foreign exchange students must meet the same graduation requirements as all other students.
12. Seniors who are suspended or receive ISS during the last two weeks of school, may not be allowed to walk at graduation.

Rules Governing Curriculum and Classes:

1. Students in grades 9, 10,11 and 12 must carry a minimum of 6 in a 7 period day from the Indus High School or INFINITY schedules.
2. Students in grades 10-12 are eligible to serve as a teacher's assistant for credit. A teacher's assistant will be graded on a Pass/No Pass system. A student may only have one period of teacher's assistant each semester. Only one credit of teacher assistant may be applied toward graduation.
3. Dropping or adding a class:
 - a. Any class change in an adopted schedule will require the approval of the teachers involved, parent (if needed), student, and the principal/ administrative assistant or counselor.
 - b. Any class change will be done by the end of the 3rd day of school at the start of 1st or 2nd semester.
 - c. A student who demonstrates continued unsatisfactory behavior or lack of academic preparation may be dropped from a class and he/she will receive an "F" for that class.
4. Incomplete: Any incomplete given at the end of any grading period must be made up within 2 weeks of the last day of the quarter or the grade will remain as the current grade. Student work must be submitted within 13 calendar days to give staff the 14th day to correct material and submit a grade.
 - a. For the purposes of student eligibility, an incomplete counts as a failing grade, unless undue hardship is granted through the principal/administrative assistant office.
 - b. An incomplete will be given only in the event of special circumstances.

Course Credits Required

In order to receive a diploma, students must successfully complete at least 26 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II, geometry, statistics and probability, or its equivalent sufficient to satisfy all of the academic standards in mathematics is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the applicable state academic standards are met.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science or agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards.
Social Studies	4	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. An agriculture education or business economics course may fulfill a one-half credit if the academic standards for economics are satisfied.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	7	.5 Consumer Education Course, .5 Health, .5 Physical Education

These honors are awarded to the two top students in the senior class. The awards are based on academic achievement at Indus High School are determined by the following criteria:

- 1. Must have been a full-time student at the school from the beginning of the junior year.**
- 2. All credits earned by a student in mainstream unmodified classes from grade 9 through the third quarter of his/her senior year will be used to determine a scholastic average. This scholastic average will be used to determine Valedictorian, Salutatorian, and Honor Student status.**
- 3. In unusual circumstances Co-Valedictorians or Co-Salutatorians may be named.**
- 4. To be named Valedictorian or Salutatorian at Indus School, students must qualify for Honor Student status.**

Honor Student: The recognition and honor will be awarded to any member of the Senior Class who has maintained a minimum accumulated grade point average of 8.0 in grades 9 through 12.

28 Plus Club: Students earning 28 or more are to be given special recognition at graduation.

Minnesota Academic Standards

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

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the school counselor or IEP case manager.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child to complete homework thoroughly and promptly.

Promotion and Retention

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

Post-Secondary Enrollment Options

10th through 12th grade students, may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to School Counselor by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the School Counselor.

Parent Right to Know [*]

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

PART III — RULES AND DISCIPLINE

Attendance []**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” policy in *Appendix 1*.

Bullying Prohibition []**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. For detailed information regarding the school district’s “Bullying Prohibition” policy, see *Appendix 2*.

Buses – Conduct on School Buses and Consequences for Misbehavior []**

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

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

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

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

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

- Follow the driver's directions at all times.
- Pupils should go immediately to a seat and sit down properly with feet out of the aisle and not change seats while the bus is in motion.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Students may eat candy or chew gum if the bus driver permits, but this privilege may be revoked at any time.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- Students should not board the bus until the driver or other school employee is present, unless special permission has been obtained.
- The bus runs on a schedule and the driver has been asked not to wait for late-comers. On activity bus trips, the teacher in charge will determine the bus departure time. Bus seating may be changed or assigned at any time at the discretion of the bus driver or by the teacher (on an activity trip).
- Students who go on an activity trip must return by the same transportation. This requirement may be waived if a parent makes a direct request to the principal/administrative assistant or coach. Even if a request is granted, no student will be left behind if the agreed upon adult is not present to meet the advisor and take charge of the student.
- No pets will be allowed in the bus at any time. Please do not allow unrestrained pets to wander as the bus picks up and drops off your child. We are not responsible for any harm to an unrestrained pet.

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

Cell Phones, Pagers, and Other Electronic Communication Devices

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy.

In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Personal Electronic Equipment: Electronics including hand-held video games, MP3 players, iPods, laser pointers, walkie talkies, Blackberries and other electronic devices may not be used during school hours unless permitted by the classroom teacher.

1. Cell phones will be handed in during home room and picked up after school in the office.
2. The only time students will be permitted to use them is during the last day of school if the teacher permits for activities in their classroom.
3. No cell phones, recording and/or video devices are allowed in the locker rooms or bathrooms at any time.
4. If any staff see this equipment at any time they will take the device and bring it to the office.

Consequences:

1. Upon first violation, the device will be taken away from the student and brought to the office. A disciplinary referral will be written and their item will be brought to the office and the student will be allowed to pick up the device at the end of the next school day.
2. Second violation, the device will be taken away and brought to the office with a parent phone call and 2 lunch detention.

The following is a list of major concerns for using personal electronic devices during school hours:

1. Disruptive to the educational environment
2. Can be used to cheat on exams
3. Camera phones are an invasion of privacy and there are legal concerns about having them in locker rooms and bathrooms.
4. Cell phones have been used for calling in bomb threats and, in many cases, are not traceable.
5. Students' use of cell phones could potentially detonate a real bomb if one is actually on campus.
6. Cell phone use by students can impede public safety response.

Discipline []**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy in *Appendix 3*.

Dress and Appearance

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

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

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

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

- “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats are not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations).

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

Standards of Conduct for Couples

Indus School feels that most forms of public displays of affection are inappropriate in a K-12 building. Holding hands will be the only form of body contact allowed. We will not tolerate activities such as, but not limited to, caressing, kissing, or inappropriate personal space in the school premises.

Drug-Free School and Workplace

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

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

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

Internet Acceptable Use

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

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form at the beginning of the year or upon enrollment.

Parking on School District Property

Students

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

- Parking a motor vehicle on school property during the school day is a privilege;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the Principal/Administrator/designee.
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exterior of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Visitors

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

Tobacco-Free Schools []**

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

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

Vandalism

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

Weapons Prohibition

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

PART IV — HEALTH AND SAFETY

Accidents

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

Asbestos Management Update [*]

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

Crisis Management

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

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

Emergency Contact Information

The District will use the Honeywell Instant Alert system as our first method of contact, if possible.

Listen to KGHS-KSDM radio station in International Falls.

Health Information

First Aid

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

The district has installed automated external defibrillators (AEDs) in the main hallway by the office, elementary exit doors and by the industrial arts classroom. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious.

If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

Health Service

The student health office is staffed by a secretary that is not certified.

Students who become sick at school should tell their teacher and report to the nurse’s office. In the event of an emergency, students should report directly to the

office. The school secretary will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. If unable to contact the school, a note excusing the absence should be presented to the school office on the first day a student returns.

Immunizations

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

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. A "Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel.

Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in a student's prescription medication administration. Please contact the office, or the School Nurse, for further details.

Pesticide Application Notice [*]

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

effects of the class of a pesticide on children can be requested by contacting the District Secretary.

Safety

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

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the school office front desk and to wear a visitor's badge while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Volunteers must pre-arrange their time with the classroom teacher and follow the same procedure as a visitor.

Student Visitors

Students will be permitted to visit school with Indus students by using the following procedures:

1. Visitor passes must be arranged at least one day in advance, during school hours.
2. Parent/guardian must request permission by phone or a note.
3. Passes will be issued for one day only with the student of comparable grade level.
4. Passes will be issued only from the School Office.
5. No Passes will be issued during the first and last two weeks of school.
6. Visitors cannot use their host's lunch account. If the visitor is eating lunch, they must purchase a lunch ticket in the office.

**** To keep this handbook more manageable, some items formerly listed in the student handbook are on file in the school office. If you would like a copy of these portions of the handbook, please contact the School Secretary. These items include:**

Standards of Behavior, Academic Honor Roll, ITV, Responsibility Honor Roll, Correspondence Courses, Textbooks, Homeschool Credits, Valedictorian and Salutatorian Honors, Class standing, Graduation Music, CIHS, Student of the Month, Lost and Found, Transfers/Drops/Withdrawals, End of Year Clearance, Public Information, Extracurricular Activities section, School Clubs section, Coordinating Extracurricular Events section, School Dances/Parties/Activities

section, Health Issues section (medication, authority, lice, sick room, student insurance), Prohibited Items, Hazing

APPENDICES

1. Attendance

A. Purpose

1. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance.

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

B. General Statement of Policy

1. The School Day: In accordance with the regulations of the Minnesota Department of Children, Families and Learning and the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day the school is in session, unless the student has a valid excuse for absence. The school day normally starts at 8:30 a.m. and ends at 3:15 p.m.

2. Responsibilities: The responsibility for attendance is shared by the student, parents, and school. Students must attend all assigned homerooms, classes and/or study halls every day school is in session. Excessive absences, as discussed below, may result in loss of credit.

C. Attendance Procedures: Handbook attendance procedures apply to all students in grades K-12. A student will be considered absent when he or she is not in school.

1. Excused Absence:

- a. Illness
- b. Serious illness in the student's immediate family.
- c. A death in the student's immediate family or of a close friend or relative.
- d. Medical or dental treatment. If at all possible, students and their parents or guardians will schedule appointments to correspond to non-school days, or in a manner such that the student will miss as little school time as possible. A note from the doctor will be required after three consecutive absences.

- e. Court appearances occasioned by family or personal action.
- f. Religious instruction not to exceed three hours in any week.
- g. Physical emergency conditions such as fire, flood, storm, etc
- h. Official school field trip (e.g. athletic or academic trips) or other school-sponsored outing, including approved extra-curricular activities, unless a student is on the academic ineligibility list and has not completed the same reinstatement as required for athletics.
 - i. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - j. Family vacations, the school office must be notified in advance in writing so student work is requested before the trip. It is strongly recommended that any missed assignments be completed and turned in to teachers, upon the student's return.
 - k. Post-secondary school visits or meetings with military enlistment (three visits are allowed).
- l. Driver's Education Absences.

2. Unexcused Absences, Non-truant: The following are examples of absences which will NOT be excused:
- a. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
 - b. Work at a home.
 - c. Work at a business, except under a school-sponsored work release program.
 - d. Vacations with family not in accordance with the reporting requirements of the school district's attendance procedures.
 - e. Excessive personal trips to schools or colleges.
 - f. Any other absence not included under the attendance procedures set out in this policy

3. Unexcused Absences, Truancy: Truancy is an absence by a student which was not approved by the parent and/or school district.

- a. No note, phone call, or email is presented.
 - b. The note produced by the student is verifiably inaccurate or is a forgery.
 - c. Missed bus

4. Reporting Absences

- a. In order for absences to be excused, the student must bring a note from the student's parent or guardian or the medical or dental office stating the reason for the absence. In the alternative, a parent or guardian may call

or email the school with an honest and valid reason for the absence and the date of the absence.

b. If no note, phone call, or email is presented, the school will attempt to call the parent/guardian.

c. The school is to be notified in advance for any period of a family vacation to be considered an excused absence.

d. The office will issue an admit slip, which is to be shown to teachers prior to readmission to a class following an absence. No student will be readmitted to class without this slip. Admit slips should be picked up from the office **before** classes begin.

e. The superintendent may develop additional regulations for the reporting or recording of absences.

5. Consequences of Absences

a. Consequences of Excused Absences

i. 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.

ii. Work missed because of absence must be made up within a reasonable time frame set by the teacher from the date of the student's return to school (usually two days for each one day of absence). Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other circumstances. Points may be deducted from late assignments at a teachers discretion.

iii. Participation Grade - A daily participation grade may be given in a class. Students with an excused absence must be given the opportunity to make up their participation grade. The classroom teacher will determine what make up is acceptable. Students with unexcused absences, truancies, or those who choose to not make up participation points, will lose their daily participation grade.

b. Consequences of Unexcused Absences

i. In cases of 5 or more unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

ii. Students with unexcused absences shall be subject to discipline in the following manner:

(a)

For the first 5 or more unexcused absences per quarter, the student will not be allowed to

make up work missed due to such absences.

(b)

After the 3rd cumulated unexcused absence in a quarter, a student's parent or guardian will be notified by mail that his or her child is nearing a total of 5 unexcused absences in a quarter.

(c)

After such notification that student, or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference

(d)

Upon 10 cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held between the principal, student and parent. An appeal conference may take place upon initiative by either the student or the parent.

6. Tardiness: Students are expected to be in their classrooms at designated times. Failure to do so constitutes tardiness.

a. Excused Tardiness Valid excuses for tardiness must meet the same criteria as for an excused absence, and be for one of the following grounds:

- i. illness;
- ii. serious illness in the student's immediate family;
- iii. a death in the student's immediate family, or of a close friend or relative;
- iv. medical or dental treatment;
- v. court appearances occasioned by family or personal action;
- vi. physical emergency conditions such as fire, flood, storm, etc.;
- vii. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

b. Unexcused Tardiness: An unexcused tardiness is failing to arrive in an assigned area at the time the class period commences without a valid excuse. Examples of invalid excuses include sleeping in, visiting and other

personal excuses.

c. Reporting Tardiness

i.

Tardiness between periods will be handled by the classroom teacher and entered into the gradebook system.

d. Consequences of Tardiness

i.

Teachers must mark latecomers to any class hour tardy unless they have a pass or other form of admit slip.

ii. Consequences of unexcused tardiness include detention according to the following:

- (a) 1st Tardy = Warning by teacher
- (b) 2nd Tardy = Warning by principal.
- (c) 3rd Tardy = Lunch detention

- (d) 4th Tardy = Parent and Student conference with Administration. In addition every 4 unexcused tardies are equivalent to one unexcused absence.

7.Closed Campus: The school campus is a closed campus which means students are not allowed to leave the school grounds at any time during the regular school day without specific approval from the principal.

- a. Any student leaving school for any reason during the school day MUST check with the principal and sign-out.
- b. Students also MUST sign-in in the office, if they return to school during the school day.
 - c. Early dismissals will be granted only if a parent or guardian advises the school in advance by phone, note, or email AND it is cleared with the principal.
 - d. Students who fail to meet the closed campus requirements may be charged with an unexcused absence, depending on the circumstances, and could face disciplinary action.
 - e. Out-of-school individuals are prohibited from picking up students during the lunch break and from loitering with students on the school grounds.
 - f. Visitors must register with the office upon arrival at the building and must receive a visitor's pass before entering the building further.
 - g. Parents who wish to allow their child to leave during lunch must indicate that with written permission turned into the office, prior to leaving. It should be made clear if the note is intended for a one time use or if their child has permission to leave for the entire school year. (If a student owes a noon detention,

that overrides parent permission to leave for lunch.)

8. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- a. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- b. School-initiated absences will be accepted and participation permitted.
 - c. A student may not participate in any activity or program, if he or she has an unexcused absence from any class during the day.
 - d. If a student is suspended from any class, he or she may be excluded to participate in any activity or program that day.
 - e. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

D. Required Reporting

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

- a. three days if the child is in elementary school; or
- b. three or more days if the child is in middle school, junior high school, or high school.

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

- a. that the child is truant;
 - b. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 - c. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. 120A.34;
- d. that this notification serves as the notification required by Minn. Stat. 120A.34;

- e. that alternative educational programs and services may be available in the district;
- f. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- g. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
- h. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restrictions, or delay of the child's driving privilege pursuant to Minn. Stat. 260C.201; and
- i. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

3. Habitual Truant

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

E. Dissemination of Policy: Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principals' office.

F. Perfect Attendance: Perfect attendance awards will be distributed at the end of each school year to those students who were in attendance each day of the school year. A student may have no more than three excused tardies and can have no unexcused tardies to be eligible for the award. A student will be allowed one half day absence for taking his/her driver's examination and still be eligible for perfect attendance.

G. Excuse From Class: No teacher has the authority to excuse you from some other class unless it is by prior agreement with that teacher, or sanctioned by the principal. There should be no movement within the school during scheduled class periods without a student planner. Students must get a pass in their planner before leaving any classroom or school area to travel to another area of the school. Infractions of this rule will follow the guidelines set forth in the code of consequences which can be found in the student handbook.

2. BULLYING PROHIBITION POLICY

A. 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 students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior.

B. General Statement of Policy

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or web-site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. A person who engages in an act of bullying, reprisal, or false reporting

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

- a. The developmental and maturity levels of the parties involved;
- b. The levels of harm, surrounding circumstances, and nature of the behavior;
- c. Past incidences or past or continuing patterns of behavior;
- d. The relationship between the parties involved; and
- e. The context in which the alleged incidents occurred.

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

7. The school district will act to investigate all complaints of bullying 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.

C. Definitions

For purposes of this policy, the definitions included in this section apply.

1. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - a. harming a student;
 - b. damaging a student's property;
 - c. placing a student in reasonable fear of harm to his or her person or property; or
 - d. creating a hostile educational environment for a student.
2. "Immediately" means as soon as possible but in no event longer than 24 hours.
3. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. Reporting Procedure

1. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
2. The school district encourages the reporting party or complainant to use the report form (See Appendix) available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
3. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
5. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
6. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
7. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

E. School District Action

1. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
2. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
3. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
4. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

F. Reprisal

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

G. Training and Education

1. The school district annually will provide information and any applicable training to school district staff regarding this policy.
2. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
3. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a

manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

4. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

H. Notice

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

3. Discipline

A. Code of Consequences For Minor Offenses:

These consequences are designed to be fair and consistent for all students in the Indus School.

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|--------------|---|
| 1st offense: | 30 minutes of lunch detention |
| 2nd offense: | One hour of lunch detention |
| 3rd offense: | One hour of lunch detention and a parent conference |
| 4th offense: | One day of ISS |

- B. Detention: This is make-up time assigned by the office or by individual teachers to curb minor discipline problems, poor student attendance patterns, or lack of completed class work. While all cases of discipline are handled on an individual basis, in general the policy of progressive discipline will be followed.
1. Students receiving a detention will be required to serve their detention with the teacher who gave it. Tardy detentions will be served in the office.
 2. Detentions for discipline problems in the classroom must be served either the day they are received or the following day. If a student does not serve their detention within this time, the detention becomes an automatic two-hour detention to be served with the principal. If the two-hour detention is not served within two days, the detention becomes an in-school suspension, to be served the next day.
 3. **THE ACTIVITY BUS IS NOT TO BE USED BY STUDENTS ON DETENTION.** They must either be picked up by a parent or guardian or have driven themselves. Students serving detention must leave the school ground after their detention is finished.
 4. A detention will be served in the ISS room during lunch with an supervisor assigned. Tardy and two-hour detentions will be served in the office. Students serving a two-hour detention must bring sufficient homework and/or appropriate reading material (recreational catalogs or magazines will not be considered appropriate reading material) to the detention room. If a student does not work or read the entire two hours, they will be required to serve ISS again the following week.

- C. Classroom Suspension: If a student's behavior becomes unmanageable and disruptive to the educational process for other students, the teacher has the authority to have the student removed from their classroom for the remainder of the hour. If this happens, a discipline report must be filed with the following consequences.
1. Step One: The first time a student is sent to the office from a classroom, the teacher must confer with the student individually, the teacher must phone the parents, and the teacher will file a report with the administration on the incident.
 2. Step Two: The second time a student is sent to the office from a classroom, the teacher must confer with the student individually, the teacher must phone the parents, and the teacher will file a report with administration on the incident. A meeting will be held with the student, teacher and administration the next school day at 8:00 a.m. The student will not be allowed to attend this class until this meeting has taken place and it will be considered unexcused.
 3. Step Three: The third time a student is sent to the office from a classroom, the teacher must confer with the student individually, the teacher will file a report with the administration on the incident, SST will be notified, administration will set up a meeting with the student, parents, and teacher to create a contract for the student's behavior in the class. Students will not normally be readmitted to the class until the conference has taken place and correctives are in place.
 4. Step Four: The fourth time a student is sent to the office from a classroom, the teacher will confer with the student, the teacher will file a report with the administration, the SST will be notified, the student and the parent will be notified by phone and letter that the student has been dropped from the class and will receive no credit for it, regardless of the work that has been done or turned in.
- D. In School or Out of School Suspensions
1. The administration may suspend a student from school for up to 10 days. Written notification will be sent to the parent.
 2. A suspended student cannot participate in or attend any school activities during his/her period of suspension. If the student is found to be on school property, it will be turned over to authorities as trespassing.
- E. Expulsion: The Board of Trustees, on the recommendation of the administration, has the authority to expel a student from school, if necessary.
1. Any student considered for expulsion will be offered a chance for a hearing before the board. A parent or guardian should attend the hearing if the student's continued attendance in school is desired. The student may also request others to attend in his/her behalf in order to assure due process under the law.
- F. Reasons for Suspension, Detention, or Expulsion would include some of the following:

1. Truancy or irregular attendance including unexcused absences, unexcused tardies, cuts, or excessive excused absences.
 2. Intentional disregard of school regulations or ignoring the penalties.
 3. Deliberate damage to school property or property not belonging to the student.
 4. Insubordination or challenging the authority of the school.
 5. Continued poor grades or poor attitude; not doing homework.
 6. Safety hazard to school, school employees or student.
 7. Weapons, Explosives and Dangerous objects violation
 8. Multiple repeat offenses.
 9. Physical attacks or verbal harassment.
 10. Use and/or possession of alcohol, tobacco or illegal drugs or paraphernalia.
- G. Right of Appeal: Any student who feels he/she has been unjustly disciplined may make written appeal to the next higher authority than the one who initiated the disciplinary action. Example: A teacher suspends you from class - you may appeal to the principal/administrative assistant. If the principal/administrative assistant has disciplined you, you may appeal to the superintendent.