



Crosby-Ironton School District

2026-2027 Secondary School Student Handbook



WELCOME TO C-I HIGH SCHOOL



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[*] Notice required by statute

[**] Notice required by policy

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[*] Notice required by statute

[**] Notice required by policy

Introduction

Welcome to the Crosby-Ironton School District

Thank you for your trust

Vision: Career and/or College readiness for all students.

Mission: Learning Through Relationships

Handbook Description

The Student Handbook is comprised of four parts:

- 1) *Information;*
- 2) *Academics;*
- 3) *Rules and Discipline; and*
- 4) *Health and Safety.*

Topics within these categories are alphabetized.

Policy Information

Parents/guardians and students, as well as school administrators, may want to refer to the school district policies. All district policies can be found on our website [here](#).

Hours for School District Buildings and Facilities

District Office (Year Round): 8:00am – 4:30pm	218-545-8801
High School Office (School Year): 7:30am – 4:00pm	218-545-8802
Cuyuna Range Elementary School Office (School Year): 7:30am – 4:00pm	218-545-8803
Community Education (Year Round) Hours Vary	218-545-8822

Bell Schedule

	Time	Length
Period 1	8:30-9:15	45
Passing		4
Period 2	9:19-10:04	45
Passing		4
Advisory	10:08-10:33	25
Passing		4
Period 3	10:37-11:22	45
Passing		4
Period 4A	11:26-12:11	45

[*] Notice required by statute

[**] Notice required by policy

Second Lunch	12:15-12:45	30
Or		
First Lunch	11:26-11:56	30
Period 4B	12:00-12:45	45
Passing		3
Period 5	12:48-1:33	45
Passing		4
Period 6	1:37-2:22	45
Passing		4
Period 7	2:26-3:10	44

Staff Directory and Contact Information

Administration / Support Staff

Superintendent of Schools: Rick Aulie	rick.aulie@ci.k12.mn.us	218-545-8817
Business Manager: Bill Tollefson	btollefson@ci.k12.mn.us	218-545-8811
Human Resources/Accounting: Lea St.Onge	lstonge@ci.k12.mn.us	218-545-8812
Social Media: Devan Bartels	dbartels@ci.k12.mn.us	218-545-8814
High School Principal: Barry Fischer	bfischer@ci.k12.mn.us	218-545-8815
Secretary to HS Principal: Becki Zender	bzender@ci.k12.mn.us	218-545-8818
HS Attendance/Mars Secretary: Lisa Wetzel	lwetzel@ci.k12.mn.us	218-545-8819
Elementary School Principal: Amy Herfindahl	aherfindahl@ci.k12.mn.us	218-545-8781
CRES Registrar/Mars: Kim Taylor	ktaylor@ci.k12.mn.us	218-545-8781
CRES Attendance/Secretary: Kelly Schaefer.	kschaefer@ci.k12.mn.us	218-545-8781

For more staff information go to our website [here](#).

High School Services (Alphabetical by position)

Activities Director: Cley Twigg	ctwigg@ci.k12.mn.us	218-545-8821
CI Bus Transportation: Dispatch	dispatch@citransportaion.com	218-546-6156
Community Ed. Director: Johnna Johnson	jjohnson@ci.k12.mn.us	218-545-8822
Food Service Director: Scott Skinner	sskinner@ci.k12.mn.us	218-545-8824
Licensed School Nurse: Tiffany Hallin	thallin@ci.k12.mn.us	218-545-8823
Health Service Assistant: Angie Taylor	antaylor@ci.k12.mn.us	218-545-8772
Northern Pines Counseling:	218-545-8862 /	218-545-8863 / 218-545-8892
School Counselor Gr. 7-12: Nickie Doyle	ndoyle@ci.k12.mn.us	218-545-8813
School Counselor G57-8: Molly Schenk	mschenk@ci.k12.mn.us	218-545-8813
Technology Director: Kevin Furst	kfurst@ci.k12.mn.us	218-545-8833

[*] Notice required by statute

[**] Notice required by policy

[*] *Notice required by statute*
[**] *Notice required by policy*

PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are 7:30 a.m. – 4:30 p.m.

Students may arrive early (before 8 am) but must go directly to the Commons area or be under the direct supervision of a teacher.

Students may remain at school beyond dismissal only when being supervised by a teacher, coach, or sponsor. When the activity ends, students must leave school or wait in the Commons area. Other students will be asked to leave the school grounds.

Parents should be aware that no direct supervision is provided for students before 8 a.m. and after 3:30 p.m.

Student Entrances

Students who ride the bus to school or who are dropped off at school (before 8:25 am) should enter the building at any of the three open doors by the bus loop on the west side of the school or the main entrance by the principal's office (on the northeast end of the building). This main entrance will be the only one open after 8:25 am until school is out, and it will remain open until 4 pm.

School Drop off/Pickup

Students who need to leave school for an appointment, etc. should be picked up at the main entrance by the Principal's office after signing out. When returning to school, parents/guardians should drop their student off at the same location and the student will need to sign in at the secondary office before returning to class.

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 www.gocigo.com

Complaints

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

E-Learning Day Plan

What is an E-Learning Day

- An E-Learning Day is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as one day of instruction.

Plan

- The Crosby-Ironton School E-Learning Days will provide opportunities for students to continue their learning on inclement weather days. Learning involves online lessons that students will complete when away from the school building. By using digital devices and by making provisions for students without

such devices, the Crosby-Ironton School District recognizes that education can continue, even when students and teachers are not in the same location. Along with emphasizing the value of learning, the Crosby-Ironton School District encourages character growth in the areas of self-sufficiency, adaptability, and perseverance.

What are the goals of the Crosby-Ironton School District E-Learning Days?

- To minimize the disruption to academic progress caused with emergency school closures by making those out-of-school days as educationally productive and engaging as possible.
- To allow students in grades 7-12 with an opportunity to practice the kind of online learning that is increasingly part of both college student and workplace training.
- To augment the students' use of digital devices to accelerate learning through an authentic, real-life opportunity caused by inclement weather conditions.

Annual Notice

- The District shall notify parents and students of the E-Learning Day Plan by September first of each school year. The plan shall be posted on the District's Website and on Facebook. A reference to the plan shall be included in the Back-To-School Edition of the Crosby Courier.

E-Learning Day Notice

- The District shall notify parents and students when an E-Learning Day will occur at least two hours prior to the normal school start time. Notification shall occur through the same procedure that is used for school closings.

Teacher Access

- Each student's teacher in grades 7-12 will be accessible both online and by telephone during normal school hours on an E-Learning Day to assist students and parents.

Students in grades 7-12

- Students will complete assignments posted on Google Classroom, the school's online learning platform. All assignments will be posted by 10AM, with teachers available to answer questions via telephone or email until 3PM.

Students without internet access

- Students and parents without home Internet access or with limited internet access must inform teachers of this fact so that needed modifications to assignments and due dates can be made.

Students without digital devices

- Students without digital devices must inform teachers of this fact so that needed modifications to assignments and due dates can be made.

Students with disabilities

- Students with disabilities will have assignments designed to meet the needs of their IEP/504 plan. Students with special needs may face unique challenges while performing academic tasks independently. Provisions will be made for the particular needs of these students by their teachers.
- Early in the academic year, the case manager will communicate with the E-Learning plan either in an IEP, other face-to-face meetings, or through email.
- All assignments will be posted by 10AM with teachers available to answer questions via email or telephone until 3PM.
- Accessibility options for students with disabilities.

For Parents

- Families are asked to inform the teacher if they do not have Internet access at home since access to Google Classroom and completion of assignments will require Internet access by the student.
- Parents of students in grades 7-12 are encouraged to access Google Classroom through the parent portal. Parents are welcome to contact the school for help in setting up their parent account.
- Parents, along with teachers and students, are asked to remember the E-Learning days are designed to be flexible. If a student struggles with a concept or assignment and is unable to complete the work that day, parents should remind their son or daughter to communicate with the teacher the next day about how to meet the requirements.
- Parents should contact teachers directly with any questions, concerns, or frustrations they may have regarding E-Learning Day assignments.

What if students do not have internet at home?

- Assignment that is “offline” - download folder, paper sent out.

What if students do not have a digital device at home?

- Assignment that is “offline” - download folder, paper sent out.

What if a student does not participate? Will it be an unexcused absence?

- Yes.
- Attendance shall be taken. Students answer a discussion post question to be marked present by 3pm (at the high school)
- Grades 7-12
- Electronically login history of Google Classroom.
 - a. Work submitted the next morning.
 - b. Standardized form with parent signature.
 - c. Identify for MARSS the recording for attendance.

Expectations for all teachers

- When not responding to student phone calls and emails, these are good days to work on curriculum alignment.

What if the District had an E-Learning Day tomorrow?

- What we know for sure:
 - a. E-Learning Days can not be pre-planned or pre-scheduled. E-Learning Days can only be used for inclement weather days traditionally known as snow days.
 - b. Must provide full access to online instruction by teachers.
 - c. Instruction delivered online - must be in sync with current lesson plans - not preplanned work outside of the regular lessons. In other words, if the class is working on The Great Depression, students should not be required to complete a pre-fabricated worksheet or word-find puzzle that relates to the rise and fall of the Roman Empire.
 - d. Normal length of day.
 - e. Attendance is taken.
 - f. Must meet IEP requirements.

Eighteen-Year-Old Students

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

Employment Background Checks

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

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; 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, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- 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.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- 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, Chromebooks, 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 high school office secretary.

Food Deliveries

Students may not receive food deliveries at school. Violations may result in disciplinary action.

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 and fines. Graduation exercises are under the control and direction of the building principal(s).

Interviews of Students by Outside Agencies

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

Library and Media Center

The media center is a place for browsing, research, and recreational reading. It is also a place to collaborate on homework, class projects, etc. Remember to keep your voices low as other students and/or staff may need a quiet environment to get their work completed. Materials may be checked out for a period of two weeks. Proper check-out procedure must be followed. Current newspapers and magazines must be used in the Media Center only. We are gradually moving towards a check out system for ALL school textbooks. Textbooks will be checked out for the semester/year, depending on the class. The check-out period for textbooks will be different from other media center materials. Each student and staff member will be issued a Media Center number for checking out materials throughout his/her C-I school years.

Media Center Rules:

- Leave all equipment you use exactly as you found it.
- Report any malfunction as soon as possible to the media center staff or supervisor. Anyone destroying materials or equipment will pay the replacement or repair costs.
- Students with overdue materials may not use the Media Center or materials until the overdue material is returned.
- Do not loan checked-out materials to other students. You are responsible for all items that you check out.
- Students should get research passes from their assigning teacher, not from their study hall teacher.
 - Study Rooms can only be used when assigned by a teacher or staff member

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school.

Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to purchase to supplement meals brought from home.

C-I High School has a computerized system for payment of school meals. Every student is assigned a four-digit personal account identification number that should never be shared with other students. The system is based on family accounts, so parents may write one check to cover purchases for all students at the high school and CRES. Electronic payments can be made by accessing Infinite Campus Parent Portal.

Students may not charge lunches under any circumstances.

- Our food service department strives to provide quality meals to the C-I students. The menus are state planned and adapted to our local needs. Students and visiting parents are encouraged to take advantage of the meals provided.
- In compliance with Public Law 95.166 certain foods can't be sold during the school day.

Meal Prices

Students qualify for one breakfast and one lunch daily which is free when it is a complete reimbursable meal. Non reimbursable meals will be charged as ala carte purchases and require funds in the family account (a reimbursable meal requires a student to take 3 of the 5 food groups with one being a fruit or vegetable). Extra milk or cold lunch milk costs \$.45 per carton. Adult meals can be purchased - \$3.00 for breakfast and \$5.05 for lunch.

Lunchroom Behavior/Expectations

- Arrive at lunch promptly and walk to the appropriate lunch line. Remain in single file with no pushing, shoving, or "cutting in line".
- You are responsible for busing your own tray when you are done eating. You should return to your seat after stacking your tray.
- Students in grades 7-10 will not be allowed to leave the lunchroom without a supervisor's permission.
- Absolutely no food or other objects are to be thrown in any manner by students.
- Students are not allowed to create disturbances by "popping" milk cartons, chanting, etc.
- No fighting.
- Supervisors will keep record of all lunchroom rule infractions with the following actions:
 - Students will be warned the first time they break a rule and will be directed to read the lunchroom policies and procedures.
 - The second infraction will result in the student's special seating assignment for lunch the following day.
 - Any subsequent infractions will result in a behavior report directed to the Principal for appropriate action, including special seating, detention, ISS program, or suspension.
- **Severe Clause:** Any infractions that are considered dangerous to the student or to others (fighting, skipping, throwing dangerous objects, etc.) will result in a behavior report directed to the Principal for appropriate action. Students may also be removed immediately from the lunchroom if deemed necessary by supervisors.

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 parent/guardian has the right to review and challenge their child's records, including the data documenting the history of violent behavior. For more information, refer to Board Policy 529 on the district website.

Open Hour Policy

Juniors and Seniors who meet the guidelines below will be considered eligible for an open period during the school year. Students must check out and in of the building from the main office. Any students caught leaving the building from a different exit will be considered skipping.

Only available to Juniors and Seniors who:

- Have a signed parent permission form
- Are on track to graduate.
 - Students enrolled in a credit recovery class are not eligible for an open hour
- Have a GPA of 2.67 (B-) or above
- Have no outstanding consequences to serve (ISS, TIRR, Detention, Community Service, etc.)
- Or per the discretion of the admin team

At any time during the year, especially during progress checks and the completion of the semester, open campus can be revoked and students will be assigned a study hall if:

- The student has below a C in any class
- The student fails to make up consequences assigned (ISS, TIRR, Detention, Community Service, etc.)
- The student gets a behavior or police report for any tobacco, vaping, or alcohol-related offense • Or per the discretion of the admin team or a parent/guardian. PSEO and Infinity students will also be required to meet the above requirements to keep their open period. If you do not meet the above requirements you will be placed in a study hall.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Jamie Skjeveland, Superintendent, 711 Poplar Street, Crosby, MN 56641, phone number 218-545-8801 as the district's human rights officer to handle inquiries regarding nondiscrimination.

Parent and Teacher Conferences

Parent and teacher conferences will be held twice during fall semester. Parents may make appointments for individual conferences at any time during the school year.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the Community Education Coordinator. Parents/guardians who visit the school should sign in at the student office using the Raptor Visitor Management System A background check will be done for all volunteers.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times per week. Any person who does not wish to participate in reciting the Pledge of Allegiance for

any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

School Activities

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

Students who participate in school-sponsored activities are expected to represent responsibly 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. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Crosby-Ironton School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as 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 Cley Twigg, Athletic Director, 218-545-8821.

School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. When the weather or other situations make it necessary to close school, notification is made as soon as possible by notification on the district Facebook page (Crosby-Ironton School District) and is followed by an Infinite Campus notification via phone and text. Students and parents should refrain from calling school officials in the event of bad weather.

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 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, when 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

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers 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.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience.

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

If you drive a car to school, you should park your car immediately upon arrival and not drive your car until departure time unless you have permission from your parent/guardian and/or the principal. Assigned student parking in the north lot will require a rear-view mirror I.D. that may be purchased in the High School office for \$20 per school year.

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors 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, including the glove and trunk compartments, in a school district location 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 loss 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 a school official's request.

Student Publications and Materials

The school district's policy 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. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy 505.

School-Sponsored Media

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.

Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media 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 with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. (District policy 515.)

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 "Student Surveys." A complete copy of the school district's "Student Surveys" policy may be obtained at website policy 520.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

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.

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.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students 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 506.

Class Rank/Academic Standing

Class ranking will be based on cumulative grade point averages starting in grade 9 through 12. Class ranking is done at the end of grades 9, 10, and 11. In grade 12, ranking is done at the end of the first semester with the final ranking at the end of the year. Academic honors, such as valedictorian/salutatorian, Top 15, and Hallett Academic Achievement Scholarships are based on the grade 12 first semester ranking. To be included in the ranking, a student must earn 5 credits that have GPA value at the end of 9th grade; a total of 9 GPA credits at the end of the 10th grade; 13 GPA credits at the end of the 11th grade; 14.5 GPA credits at the end first semester 12th grade or 16.5 GPA credits at the end of grade 12.

Credits/Grades Included in Cumulative GPA for All Students

- Credits and grades from other public schools.
- Credits from private schools as evaluated by the principal or guidance counselor for transfer and worth.
- Credits earned from accredited online schools

Credits/Grades NOT Included in Cumulative GPA for All Students

- Credits and grades from non-traditional schools. Non-traditional schools will include home school, alternative schools, treatment programs, juvenile detention centers, and other similar programs
- Credits and grades from independent study courses, correspondence courses, and other courses which are graded pass/fail.

For class ranking, cumulative GPAs are rounded off to the nearest thousandth. If there is a tie after rounding, students with the same GPA will receive the same honors (i.e. valedictorian or salutatorian) To be eligible to be named valedictorian or salutatorian, a student must have earned 11 credits on the Crosby - Ironton campus in grades 9-12.

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school 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 school counselor.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate 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 throughout the year. Report cards will be sent home one week after the end of each semester. Online grade reports are available on Infinite Campus.

Marking System

- The letter grades represent the following: A = Excellent; B = Above Average; C = Average; D = Below Average; F = Fail.
- Other grades may include: "P" Pass; "NP" Did Not Pass; "NC" No Credit; "W" Withdraw All classes in the 7-12 high school use the following percentages:

Letter Grade	Grade Point	Rec. % Range
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
D-	0.67	60-62
F	0.00	Below 60

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 Crosby-Ironton High School. Parents may opt out of the statewide assessments for their student(s). Contact the school counselor for necessary paperwork.

Grad Credit Requirement Change

Due to the additional teaching period, students will have the potential to earn an additional credit each year in grades 9-12. This change will require a change in the number of credits required for graduation. Below is the proposal for change:

Graduating class of 2027: 25 credits required for graduation
 Graduating class of 2028 and beyond: 26 credits required for graduation

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	Must be sufficient to satisfy all of the academic standards in mathematics
Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	3½	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the academic standards in the arts
Physical Education	1/2	Must be sufficient to satisfy the state standards in physical education
Elective Courses	6.5 (minimum)	Must include a ½ of STEM credit

Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

Homework

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

	7-8th Grade	9-10th Grade	11-12th Grade
Grade Weights	- Same class = Same weight if taught by different teachers - Summative should be greater than or equal to 50% - Must use district approved grading scale	- Same class = Same weight if taught by different teachers - Summative should be greater than 50% - Must use district approved grading scale	- Same class = Same weight if taught by different teachers - Summative should be greater than 50% - Must use district approved grading scale **
Summative Retakes	- Offered with proof of effort to increase learning - Greater of the two scores will be the final score	- Offered with proof of effort to increase learning - The average of the two scores will be the final score CIS: Follow expectations set in contract and/or syllabus.	
Papers and Headings	- Name (First and Last) - Period Number - Typed formal paper follow the MLA format - Grade for basic grammar and conventions		
Excused/Unexcused Absences	- Students with absences longer than 5 days will need to keep up on Google Classroom when absent and/or get the work upon returning - The number of days absent will be given upon their return to make up the missing work - Exceptions will be made for students with absences due to mental health placement CIS: Follow expectations set in contract and/or syllabus.		

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. For more information, contact the school counselor.

Postsecondary Enrollment Options

An important part of the PSEO, available to 11th and 12th grades, is the Concurrent Enrollment Program. C-I High School teachers provide PSEO instruction on the C-I campus. This provides C-I students the opportunity to earn transferable college credits through Central Lakes College without leaving our school campus.

Students in grades 11 and 12 may also enroll in other post-secondary institutions for high school credit. Students that continue at that post-secondary institution will receive college credit for the courses that were taken for high school credit. C-I High School will grant credit for those courses taken.

The Minnesota Dept. of Children, Families and Learning has established the following credit values:

- 1 high school credit equals 7 quarter credits.
- 1 high school credit equals 4 semester credits.
- 1 high school credit equals 120 hours or more of class time.

Students involved in the PSEO may take part in the C-I graduation exercises, but they will not receive their diplomas until final transcripts from the post-secondary institution arrive.

Students interested in the PSEO should meet with the high school counselor for complete details. PSEO students taking classes at other schools are allowed on the CIHS campus only at times during which they are taking high school classes, participating in high school activities, or taking care of other official school business.

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 the *guidance office* by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. 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

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

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

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 will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks 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 503.

COMPULSORY ATTENDANCE

In accordance with Minnesota law:

- All children between the ages of **7 and 17** must receive instruction.
- Parents/guardians are responsible for ensuring their child's regular attendance.
- Students are expected to attend **every scheduled class period**.

A. Excused Absence

An absence is considered excused when approved by the school and supported by appropriate documentation when required.

B. Unexcused Absence

An absence is unexcused when it does not meet the criteria for an excused absence.

C. Tardy

A student is considered tardy if they arrive after the scheduled start of a class period.

- **Students arriving more than ten (10) minutes late to class will be marked absent.**
- **Five (5) tardies in a single class will be recorded as one (1) absence for that class.**

D. Truancy (Minnesota Definitions)

- **Continuing Truant:** 3 or more unexcused absences
- **Habitual Truant:** 7 or more unexcused absences

V. ATTENDANCE REPORTING PROCEDURES

- Parents/guardians must notify the school office on the day of the absence.
- The school may require documentation for excessive absences.
- Failure to report may result in an unexcused absence.

VI. STUDENT RESPONSIBILITIES

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

ATTENDANCE INTERVENTION AND CONSEQUENCE LADDER

The district will implement a progressive system of supports and consequences for attendance concerns:

3 Absences (Unexcused or Combination of Concern)

- Teacher contact with student and parent/guardian
- Review of attendance expectations
- Documentation of concern in student record

7 Absences (Habitual Truancy Threshold)

- Formal parent/guardian meeting required
- Development of a **formal Attendance Improvement Plan (AIP)**
- Possible referral to school support team (counselor, social worker, administration)
- Notification of potential truancy implications under Minnesota law

10 Absences – Credit Review Threshold

- **Mandatory parent/guardian conference**
- Attendance formally reviewed for **potential loss of credit**
- Implementation of targeted interventions and monitoring
- Possible assignment to credit recovery options

Beyond 10 Absences

- Continued monitoring and intervention
- Possible:
 - Loss of academic credit
 - Referral to county truancy services
 - Additional administrative action

Note:

- Interventions may be accelerated based on severity or patterns of absence.
- The district will prioritize **support, problem-solving, and removal of barriers to attendance.**

X. CREDIT THRESHOLDS AND ATTENDANCE REVIEW

- **Ten (10) absences** in a course will trigger a formal attendance review.
- Credit decisions will consider:
 - Excused vs. unexcused absences
 - Completion of make-up work
 - Individual student circumstances

XI. CONSEQUENCES FOR UNEXCUSED ABSENCES

Consequences may include:

- Make-up work requirements
- Detention or school-based consequences
- Loss of privileges
- Academic consequences, including possible loss of credit
- Truancy referral

XII. TARDINESS

- Excessive tardiness will be tracked and addressed progressively
- Tardies accumulate toward absences as defined in Section IV

XIII. MAKE-UP WORK

Students will be given two days to complete make-up work for every day marked absent.

XIV. LEAVING SCHOOL DURING THE DAY

Students must sign out and have parent/guardian permission unless 18 or older.

Students may only leave through the South Entrance (High School Office) during the school day.

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

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. 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. Students must be in school by the start of period four to participate that day. If a student is to be absent in the afternoon, advance permission to participate must be obtained from the Principal.

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, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy 514.

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 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.
- 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.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the bus company. 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 and Other Electronic Communication Devices

Grades 7–8

- Cell phones are prohibited in classrooms, hallways, and the lunchroom during the school day.
- Students may briefly check devices in locker bays during passing time only.
- Devices must be stored in student lockers during the school day.

Grades 9–12

- Cell phones are prohibited in classrooms, unless authorized by staff for instructional purposes.

V. Exceptions

1. Medical Necessity

- Use allowed for documented medical purposes with prior approval.
- Must be limited and non-disruptive.

2. IEP / 504 Plans

- Use permitted when explicitly required as an accommodation.

3. Emergencies

- Use allowed during verified emergencies or when directed by staff.
- Staff direction overrides all other provisions.

VI. Prohibited Conduct

Students shall not:

- Use devices in a manner that disrupts instruction
- Record or share content without consent where privacy is expected
- Engage in cheating, bullying, harassment, or misconduct
- Violate district technology or conduct policies

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 "Student Discipline" policy (*Appendix 5*).

Dress and Appearance

DRESS CODE The purpose of this policy (#504, Adopted 5/27/03) is to enhance the education of students by establishing expectations of dress, grooming, and displays that are related to educational goals and community standards. It is the policy of ISD #182 to encourage students to dress appropriately and display appropriate materials for school activities and in keeping with community standards.

Appropriate Clothing Include:

- 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 or Display (but not limited to):

- Short skirts, skimpy tank tops with straps less than two (2) inches in width, tops that expose the midriff, and other clothing that is not in keeping with community standards. (See Code of Ethics, Page 2)
- Clothing or displays bearing a message that is lewd, vulgar, or obscene.
- Apparel or displays 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 Policy 143.
- Any apparel or footwear that would damage school property (i.e. shoes with spikes, rollerblades, etc.)
- Bare feet create a health-code violation; students should always wear shoes.
- It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinion by wearing apparel or displaying materials on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- "Gang" or "Gang Symbols" as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.

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 that 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 and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

MSBA updated policy 516

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, 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. Detailed information on the school district's "Harassment and Violence Prohibition" policy can be found on our website "District Policies, Section 500 Student and Policy #526."

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. Please see the school district's "Hazing Prohibition" policy #526 on our website [here](#).

Internet Acceptable Use and Safety

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, Technology, and Cell Phone Acceptable Use" policy is available on our website [here](#), click on "District Policies, Section 500 Students, Policy 524."

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone 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 each school year.

Parking on School District Property

Students

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

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the high school secretary;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs or permission has been granted to the student by the high school principal;
- 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 exteriors 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 506.

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; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

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 carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see policy 419. Contact the high school principal if you have questions or wish to report violations.

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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; 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. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. 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 district office.

Standards of Conduct

		Level	Type of Behavior	Action	Managed By
MINOR		1	Incidental Violations	Not Recorded	Staff/Teacher
		2	Minor Violations	Minor Referral Form	Staff Teacher

MAJOR		3	Major Violations	Major Referral Form	Staff/Admins tration
		4	Critical Incident Violations	Major Referral Form	Administratio n/Office

Staff/Teacher Managed		Administration/Office Managed	
<u>Level 1-Incidental</u> <i>Doesn't significantly violate the rights of others. Doesn't put others at risk. Not chronic.</i> • Consensual display of affection • Dress Code • Hoesplay • Loud Noise • Minor Arguments • Missing homework • Noise making • Out of seat • Refusal to follow directions (non chronic) • Running in hallway • Unprepared for class • Unapproved food & drink	<u>Level 2-Minor</u> <i>Doesn't significantly violate the rights of others. Doesn't put others at risk.</i> • Academic dishonesty • Avoiding staff • Cell Phone violation • Defiance • Disrespect • Disruption • Inappropriate language • Interruptions • Leaving assigned area • Misuse of technology • Property misuse • Refusal to follow directions •	<u>Level 3-Major</u> <i>Violates the rights of others. Puts self or others at risk, or chronic.</i> • Attendance issues • Bullying/Cyber bullying • Forgery/plagiarism • Gambling • Gang display • Harrassment • Hazing • Intimidation • Leaving building without permission • Minor property damage/vandalism • Photographic or recording misuse • Physical aggression • Record and identification falsification • Repeated or prolonged defiance or disrespect • Technology violation • Theft • Threats/intimidation • Tobacco • Verbal aggression/ab	<u>Level 4-Critical Incident</u> <i>Poses a significant threat to the safety and well-being of self or others, results in serious harm or chronic. Requires immediate intervention and may involve law enforcement.</i>

		usive language	
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Note for reader: Behavior can be challenging to define & quantify. For some of these listed behaviors the severity, frequency, or duration may impact where it should be listed under. In cases that pose as challenging or confusing, please reach out to the administrator.

Behavior Violations and Leveled Response				
	Level 1-Incidental	Level 2-Minor	Level 3-Major	Level 4-Critical Incident
Incident 1	Behaviors are managed by the person supervising the area, no office discipline needed.	Conference with student; document as a minor behavior.	Conference with student; Notification of parent(s) and/or guardian(s); consideration of 1-2 day suspension and restorative intervention; document as a major behavior. Consideration to refer to law enforcement.	Notification of parent(s) and/or guardians; consideration of 1-5 day suspension and restorative intervention; possible referral to building resource. Consideration and in certain instances required to refer to law enforcement and/or referral to expulsion.
Incident 2	Behaviors are managed by the person supervising the area, no office discipline needed.	Conference with student; Notification of parent(s) and/or guardian(s); document as a minor behavior.	Conference with student; Notification of parent(s) and/or guardian(s); consideration of 1-3 day suspension and restorative intervention; document as a major behavior. Consideration to refer to law enforcement.	Notification of parent(s) and/or guardians; consideration of 1-5 day suspension and restorative intervention; possible referral to building resource. Consideration and in certain instances required to refer to law enforcement and/or referral to expulsion.
Incident 3	Behaviors are managed by the person supervising the area, an office	Conference with student; Notification of parent(s) and/or guardian(s);	Conference with student; Notification of parent(s) and/or guardian(s);	Notification of parent(s) and/or guardians; consideration of 1-5 day

	discipline referral may be needed; consideration of parent notification and/or staff intervention.	document as a minor behavior; possible referral to building resources.	consideration of 1-5 day suspension and restorative intervention; document as a major behavior. Consideration to refer to law enforcement.	suspension and restorative intervention; possible referral to building resource. Consideration and in certain instances required to refer to law enforcement and/or referral to expulsion.
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Behavior Levels and Definitions	
LEVEL 1 Behaviors are safe but disruptive to learning and addressed with simple de-escalation, support and/or direction	
- Staff use school wide and classroom practices to promote the development and use of behaviors that contribute to a safe, equitable, and welcoming school - Staff observe the behavior, use a range of strategies to support the student(s) or de-escalate the situation, determine communication and documentation - Behaviors are managed by the person supervising the area, no office discipline referral needed-referred as "teacher managed" or "incidental" behavior and not addressed further in this grid.	
LEVEL 2 Behaviors that do not significantly violate the rights of others. Doesn't put others at risk.	
- Staff observe behavior, use a range of strategies to support the student(s) or de-escalate the situation, gain assistance if needed, write a "minor" office referral, and use supportive and/or restorative practice intervention as needed. - A more focused behavioral response or targeted intervention beyond response to the immediate incident may be warranted depending on the situation.	
Behavior and Description	
ACADEMIC DISHONESTY- A student shall not cheat in any form on school grounds or in any school related activity. This includes plagiarizing (copying from print, the Internet, or other electronic resources, purchasing or copying another person's work, and paraphrasing without citing the source).	
CELL PHONES OR ELECTRONIC MOBILE DEVICES- Students may not use cell phones or personal electronic mobile devices during class time unless it is determined by the teacher that it is required for curriculum/course content. Schools will not be responsible for lost, damaged or stolen devices. School administration will not spend time investigating any lost or stolen electronic devices.	
DISRUPTIVE/DISORDERLY CONDUCT AND INSUBORDINATION - A student shall not participate in actions, on or off campus, that interfere with the rights of others to an education, instruction, and/or with the effective operations of the school. Such actions include but are not limited to: Disruption: Any behavior that significantly interrupts the education, instruction or effective operations of the school and or classroom (and is not better coded as another behavior).	

Some examples of disruptive behavior include: Offensive language or gestures, profanity, explosive outbursts of rage. Leaving the classroom without permission or school grounds without proper authorization. Consensual intimate sexual behaviors. Distributing unauthorized materials on school property. Play-fighting, which can appear real and/or alarm students and staff and/or lead to real conflicts or injuries. Insubordination: Persistent refusal to follow school rules or regulations, persistent refusal to follow directions given by a staff member or persistent confrontational and aggressive arguing with a staff member.

This also includes: avoiding staff, inappropriate language, interruptions in class, leaving assigned areas, refusal to follow directions, and refusal to participate in class.

PROPERTY MISUSE - Inappropriate use of equipment and school property, such as (but not limited to) computers, textbooks, music equipment, etc

MISUSE OF TECHNOLOGY -This includes being off-task, treating Chromebooks carelessly and airdropping material without permission

MOTOR VEHICLE INFRACTIONS - 1. Parking - A student shall not park in an unauthorized area on school property or park on school property without a valid school permit, or violate any school district policy with his/her vehicle. 2. Reckless or Careless Driving - A student shall not drive on or near school property in such a manner as to endanger persons or property. 3. Student vehicles may not display or promote illegal activities or substances. This includes any symbols or graphics that are affiliated with hate groups (Example: confederate flag or swastika).

LEVEL 3

Behavior that may be illegal, disrupts the educational environment, student learning or staff working with significant risk of harm to self or others.

- Staff observe behavior, gain assistance, de-escalate the situation, ensure separation and safety, write office referral and use support intervention and/or restorative practice intervention as needed.
- Out of School Suspension, if used, is for the purpose of safety and intervention planning

Behavior and Description

BULLYING - Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: • There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and • The conduct is repeated or forms a pattern; or • The conduct materially and substantially interferes with a student's educational opportunities, performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. Note: Bullying and conflicts are different. Conflicts are to disagree, argue, or fight. Conflicts have an increased balance of power, are usually spontaneous, and mutual.

CYBER BULLYING - Cyber Bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data – including a post on a social network, website, or forum – that is transmitted through a computer, cell phone, or other electronic device.

EXTORTION - A student shall not obtain property from another by verbal intimidation

FORGERY/PLAGIARISM - Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests and using the ideas or writings of another person without giving due credit to the creator of the work. This includes work accessed digitally.

GAMBLING - A student shall not gamble in any form on school grounds or at any school related activity.

Gang Display
HARASSMENT - Physical or verbal conduct that: Has the purpose or effect of creating an intimidating, hostile, or offensive work, business, or academic environment. Or, has the purpose or effect of substantially interfering with an individual's work, business, or academic performance. Harassment may be sexual, related to "protected groups" (Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any and All Other Protected Groups as identified by state and/or federal statute) or general.
HAZING - "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.
INTIMIDATION/THREAT - A student shall not use words or gestures to intimidate or incite fear in another person. Note: Differentiate from harassment with consideration of any sexual comments or behavior and/or inclusion or perceived inclusion in any "protected group". Note: As with all investigations regarding student behavior, include contextual factors and cultural considerations in the investigation, determination and resolution of any potential threat or act of intimidation.
LEAVING SCHOOL BUILDING/GROUNDS WITHOUT PERMISSION - Leaving school building/grounds during school hours without staff permission
MINOR PROPERTY DAMAGE/VANDALISM - Intentional damage to property belonging to or used by the school district. This also includes intentional damage to hardware, software or other equipment belonging to or used by the school district; or Intentional damage to the property of staff members or others.
PHOTOGRAPHIC OR RECORDING DEVICE MISUSE - Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. Use of device that incites or encourages violence is prohibited. This prohibition includes the distribution of a picture(s)/recording that impinges upon the personal privacy of another. Also included is the creation, possession, or dissemination of sexually explicit images, videos, text messages or emails, usually by digital medium. Receipt of inappropriate data should be reported to Administration immediately. Use of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process dependent upon severity of violation.
PHYSICAL AGGRESSION - An intentional act by a student resulting in bodily harm
COMPUTER - Data tampering, unauthorized use of data, Use Policy for Internet Access and Regulation - Internet Use Regulations (e.g. software modification or copyright violation, any attempt to install or use software that has not been approved by the district, violation of district network security, hardware damage/vandalism, etc.) is prohibited.
RECORD AND IDENTIFICATION FALSIFICATION - A student shall not falsify signatures or data, refuse to give proper identification, give false identification when requested to do so by a staff member, or give a false name or date of birth to police
THEFT - A student shall not intentionally take, use, transfer, conceal, or retain possession of personal property of another without the other's consent and with intent to deprive the owner permanently of possession of the personal property
THREATS/INTIMIDATION - Any expression of intention to cause harm or violence to another

person or another's property that is delivered by someone in immediate physical proximity to the person being threatened. The potential for immediate harm or violence must exist.

TOBACCO - Smoking and the use of tobacco products or tobacco related devices including electronic cigarettes shall be prohibited on school district facilities. School district facilities include school buildings, school grounds, school owned and leased vehicles, and sites leased by the school district. No one will use tobacco products or tobacco related devices while in or on school district facilities. In addition, it is prohibited to have tobacco products or tobacco related devices in public sight while in or on school district facilities. Exception - (MN Statute 144.4169) It shall not be a violation of this policy for an American Indian adult to light tobacco in a public school as part of a traditional Indian spiritual or cultural ceremony, or to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support. It shall not be a violation of this policy for an American Indian student to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support with the permission of the student's parent or guardian and with written or verbal notice to the site administrator or principal.

VERBAL ABUSE - A student shall not engage in name calling, insults, or otherwise obscene or harmful language/comments directed at someone or a group of people. Note: Need to differentiate from threats, bullying, harassment, and disruption/insubordination.

LEVEL 4

Behaviors that pose a significant threat to the safety and well-being of self or others, or result in serious harm. These incidents often require immediate administrative intervention and may involve law enforcement depending on specific circumstances and legal requirements.

- Staff observe behavior, gain assistance, de-escalate the situation, ensure separation and safety, contact support staff and/or authorities, write office referral and use support intervention and/or restorative practice intervention as needed.
- Out of School Suspension is used for the purpose of safety and intervention planning.
- Consider expulsion.

ALCOHOL - A student shall not possess, use, transmit, or be under the influence of alcoholic beverages of any kind: • On school grounds immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. In a school zone as defined by Minnesota Statutes.

ARSON - 1. "Arson" is the intent or intentional destruction of or damage to any school building, school or personal property, injury to persons by means of fire or explosives. This includes all behaviors within the 'school zone' on school-sponsored/supervised activities. 2. Failure to exercise ordinary caution resulting in fire within any area identified in #1 above, damage to school or personal property, or injury to person(s). 3. False alarm or tampering with any part of a fire suppression system (including, but not limited to sprinklers, fire alarms, smoke detectors, fire extinguishers, or any other part of the fire suppression system). Giving a false alarm (police, fire, ambulance, 911) or tampering or interfering with any fire alarm system. 4. Matches, lighters, and other fire starting materials are not allowed on school premises.

ASSAULT - "Assault" is acting to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another

ASSAULT SEXUAL - "Sexual Assault" means "sexual contact" or "sexual penetration" without "consent," as those terms are defined in Minnesota Statutes Section 609.341.

BOMB - A student shall not possess or commit crimes of violence using explosive devices including, but not limited to, bombs, grenades, rockets and mines. This also means devices that produce a chemical reaction that result in destruction

BOMB THREAT - A student shall not threaten directly or indirectly, to commit any crime of violence with purpose to cause an emergency response of a school building or grounds or a school-related activity
FIGHTING - "Fighting" is mutual combat in which both parties have contributed to the situation by verbal and/or physical action
GANG ACTIVITY - Gang activity is strictly prohibited. A "gang" is herein identified as any group that participates in disruptive, intimidating, illegal, and/or violent activities as defined in this policy. This includes gang symbols, gestures, and attire.
HOMICIDE - A student shall not commit homicide, which means the killing of one human being by the act, procurement, or omission of another
ILLEGAL DRUG, PRESCRIPTION DRUG, THC, CBD, MARIJUANA - A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicants of any kind, look-alike drugs, or substances that may have the appearance of an illegal substance, such as catnip, oregano, flour, saccharin, or other items or paraphernalia: • On school grounds immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. • In a school zone as defined by Minnesota Statutes.
CONTROLLED SUBSTANCE (Prescription) - A student shall not possess, use, transmit or be under the influence of a controlled substance that is not prescribed to the student by a licensed health care professional: • In a school zone as defined by Minnesota Statutes immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. Refer to Regulation 6180R – Procedures of Administration of Medication During the School Day
PYROTECHNICS - A student shall not possess or detonate fireworks
ROBBERY - A student shall not obtain property from another by use of force or threat of force
TERRORISTIC THREATS - A student shall not threaten to commit any crime of violence with the purpose to terrorize another person(s).
TRESPASSING - A student shall not be physically present in a school building without permission, after being requested to leave by a school official, or after suspension or expulsion.
VANDALISM/PROPERTY RELATED - 1. A student shall not willfully cut, deface, or otherwise damage in any way any property, real or personal. This includes school buses. 2. A fee will be charged for lost or destroyed textbooks, workbooks, library books or other school property.
WEAPON - "Dangerous weapon" means any firearm, whether loaded or unloaded, knives, stun guns, martial arts instruments, mace, any device designed as a weapon, or any other device or instrument which in the manner it is used or intended to be used is likely to produce death or great bodily harm. This includes any lookalike object that may have the appearance of a weapon or dangerous instrument. A student shall not knowingly possess, store, handle, transmit, use, or encourage or aid any other student to possess, store, handle, or transmit these weapons in: • Any school building. • On any school premises. • On any school-provided transportation. • Off the school grounds at any school-related activity, event, or function. • In a school zone as defined by Minnesota Statutes

Definitions of interventions and Disciplinary Actions

ANTECEDENT BASED & ENVIRONMENTAL INTERVENTIONS - Ways to change the environment that promote an increase of pro-social behaviors and simultaneously reduce the possibility of challenging behaviors to occur.

DETENTION - A student may be asked to come before school, stay in during lunch, or remain after school by a teacher or principal for the purpose of correcting a violation. Any student who is instructed to report before or after school but is unable must obtain permission from the teacher or principal. Reasonable attempts will be made to contact parent(s) or guardian(s) prior to implementation.

EXPULSION OR EXCLUSION - "Expulsion" means a School Board action to prohibit an enrolled student from further attendance for up to twelve months from the date the student is expelled. "Exclusion" means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. Expulsion and exclusion proceedings shall be in accordance with M.S. 121A.41, The Pupil Fair Dismissal Act. A School Board may expel for a period of at least one year a student who is determined to have brought a firearm to school. For the purposes of this section, a firearm is as defined in United States Code, Title 18, Section 921. In accordance with M.S. 121A.41, The Pupil Fair Dismissal Act, a student and his/her parent(s) or guardian(s) shall be served personally or by mail with notice of the expulsion hearing. The hearing will be held within ten days of service of the written note, unless continued pursuant to the statute. The recommendation of the hearing officer shall be made to the School Board within two days of the end of the hearing. The decision of the School Board shall be rendered at a special meeting within five days after receipt of the recommendation of the hearing officer. The student shall receive due process as set forth in M.S. 121A.41, The Pupil Fair Dismissal Act.

IN-SCHOOL SUSPENSION - An action by school administration where a child is temporarily removed from his or her regular classroom(s) but remains under the direct supervision of school personnel.

ALTERNATIVE TO SUSPENSION - An intensive space to support students in lieu of suspension. Programming is focused heavily on restorative interventions and social emotional learning support to provide students with skill building opportunities, de-escalation, problem-solving and harm repair. This programming could look differently based on the services needed at a school building from a very intensive space/program to a less intensive space.

OUT-OF-SCHOOL SUSPENSION - An action by school administration prohibiting a student from attending school for a period of no more than 10 days. Each suspension action may include a re-entry meeting and readmission plan.

PARENT(S) OR GUARDIAN(S) CONFERENCE - A parent(s) or guardian(s) conference is required if a student has committed a serious rule violation or has been suspended out of school. If a parent or guardian is unable to be present, the principal shall contact the parent(s) or guardian(s).

REFERRAL TO SCHOOL BEHAVIOR TEAM OR CHILD STUDY TEAM - Schools use a multi-tiered system of support. Students can be referred to a small school team for academic or social-emotional-behavioral interventions. The process varies a bit at each school but includes a brief meeting, determining an intervention, trying it for approximately 30 school days, and reviewing outcomes.

REFERRAL TO COMMUNITY SERVICE(S) - School staff may work with parents or guardians to support the consideration of accessing community services. The process of helping a family connect to a community service, sharing information (with permission), or making introductions to a community service are all part of a "referral".

REFERRAL TO JUVENILE AUTHORITIES - If a student's behavior may be a violation of law, the principal or designated representative may contact juvenile authorities or police. If the officer indicates that he/she is arresting the student, with or without a warrant, he/she shall have complete jurisdiction and responsibility in the matter and the principal shall not interfere with the student's removal from the building. The student will, in all cases, be accorded the rights of due process.

RESTORATIVE PRACTICES - Restorative practices are an approach used with students that promotes inclusivity of all through relationship-building and problem-solving. Methods such as circles,

restorative chats, mediations and conferencing may be used to resolve issues or conflicts as they arise and to bring those harmed, those who harmed, and their supports together to address any wrongdoings. Through this process, students are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm. Unlike punishment, when using restorative practices we attempt to resolve issues “with” students rather than doing something “to” them or “for” them.

RISK SCREENING & REFERRAL FOR ASSESSMENT - Students deemed to be a threat to themselves and/or others may be asked to undergo a risk screening and/or formal risk assessment by a district approved mental health professional before being readmitted to school. 37

REFERRAL TO BUILDING AND DISTRICT RESOURCES - Referral to building and district resources is to be made by school personnel, parent(s) or guardian(s), or community agencies. The parent(s) or guardian(s) shall be consulted if any special services are to be made available to a student. Reasonable attempts will be made to contact parent(s) or guardian(s) regarding referrals to building and district resources.

REMOVAL FROM CLASS - All students have the right to learn and teachers the right to teach. Disruption to the learning process may result in the loss of privilege to remain in the class. This removal is limited to a reasonable time-frame to be reinstated upon an agreed solution with the instructor and principal as necessary. Students shall be allowed the privilege of making up daily work, including tests and final exams, upon their return to class. Removal from class or dismissal for the day of students with disabilities is also governed by the Individuals with Disabilities Education Act, M.S. 125A.03, and Minnesota Rules. See the section of this policy entitled “Students with Disabilities.”

TEACH / RETEACH / REINFORCE DESIRED SKILL OR BEHAVIOR - To identify and provide instruction of new skills or behaviors to replace challenging or harmful behaviors. New behaviors are most effective when considered “functional” and meet the same needs as the challenging or harmful behavior. Reinforcement of a desired skill or behavior is anything that comes after the behavior that makes it more likely to be used again. Reinforcement may be a tangible item or activity, verbal or non-verbal recognition, the experience of learning something new, or simply meeting the initial need.

TIER 2 FUNCTIONAL BEHAVIOR ANALYSIS AND BEHAVIOR SUPPORT PLAN - An attempt to determine the function or purpose of a behavior through interviews, review of available information and data, and maybe observation. The idea is to then create a plan to support desired behaviors that meet the same needs in a more pro-social manner.

ADDITIONAL INFORMATION:

INFORMATION AND REVIEW PROCESS – Students, parent(s) or guardian(s) who wish to discuss concerns or review disciplinary actions, except for expulsion or suspension, may request a conference with school personnel. It is recommended that conferences occur between personnel closest to the concern and be solution-based toward district aims and vision.

SCHOOL ZONE - Students are subject to all school disciplinary actions or violations while in a school zone. A school zone is defined as an area that begins at the boundaries of the school property and extends three hundred feet from that point, or one city block, whichever is greater. This zone includes school bus stops and the area within a school bus being used to transport one or more elementary or secondary school students. This zone also includes district contract parking.

STUDENT CONFERENCE - Depending on the violation and the seriousness of the action, a student may meet with the principal and/or a teacher to discuss the incident. During this conference, students may be asked to formulate a plan which addresses their behavior and a commitment to solutions for improvement

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school nurse. Parents/guardians of an injured student will be notified as

soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan

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, [here](#).

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. The school district has developed 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

Parents/guardians must provide updated contact and emergency information annually or upon changes. To update information, please call the school nurse.

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 following spaces:

- south commons area wall
- weight room
- high school staff work room
- two in the Athletic Trainers room (checked out for athletics)

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 or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian 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 trained nurse.

Students who become sick at school should report to the nurse's office. In the event of an emergency, the school staff will contact the necessary emergency personnel. The office staff 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. Call the high school office at 218-545-8802.

Health Counseling/Screening

Screening is done by teacher, parent/guardian, or student request. Screenings available are vision, hearing, height/weight, and blood pressure. Referrals are made based on screening guidelines. Parents/guardians will be contacted by phone or letter if a referral is made. Screening results become part of the student's health record. If you or your student have questions about your students'/their health, please come in and confidentially discuss your questions with the nurse. Referrals will be made if necessary.

Immunizations

All students must provide proof of immunization 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.

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. An "Administering 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 be 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 the Rehabilitation Act (section 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 administration of a student's prescription medication.

Suicide Prevention: 988 Life Line (#988lifeline) Help is Available

Anyone can call or text 988 or chat 988lifeline.org for themselves or if they are worried about a loved one who may need crisis support. 988 offers 24/7 access to trained crisis counselors who can help people experiencing mental health-related distress. That could be for thoughts of suicide, mental health or substance use crisis, or any other kind of emotion distress. More resources may be found at <https://www.crowwing.gov/410/Mental-Health>.

Pesticide Application Notice

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

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

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

If you have any questions regarding the Crosby – Ironton Schools Integrated Pest Management program or you would like more information on the pesticide application schedule, please feel free to call the school at 218-545-8800.

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 high school or district office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in and to wear a "visitors 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.

Students are not allowed to bring visitors to school without prior permission from the principal.

For a full list of all District Policies, visit our website at gocigo.com, Menu, For Parents, and click on Policies and Handbooks. District Policies are available via Google Drive.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

Explore
the Statewide
Testing page
for more
information

(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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