

# **ALBANY AREA HIGH SCHOOL**

## **STUDENT HANDBOOK**

**2011-12**

## ALBANY AREA HIGH SCHOOL STUDENT HANDBOOK

### FORWARD

This handbook is published so that parents, students, and teachers may have information concerning the numerous activities at Albany Area Senior High School. AHS has adopted certain rules and procedures which permit each student an opportunity to function effectively with the school environment.

### DAILY SCHEDULE

The school building is open from 8:00 a.m. to 3:45 p.m. Classes meet from 8:20 a.m. to 3:05 p.m. *Albany HS has a closed campus, which means students are not permitted to leave the building during school hours without permission from the office.*

#### REGULAR SCHEDULE

BLOCK 1: 8:20 - 9:45

BLOCK 2: 9:53 - 11:18

BLOCK 3:

A Lunch 11:18 - 11:48

Class 11:48 - 1:13

B Class 11:26 - 12:51

Lunch 12:51 - 1:21

HOMEROOM: 1:21 - 1:36

BLOCK 4: 1:40 - 3:05

#### ASSEMBLY DAY SCHEDULE

BLOCK 1 8:20-9:35

BLOCK 2 9:42-10:57

BLOCK 3

A Lunch 10:57 - 11:27

Class 11:27 - 12:42

B Class 11:04 - 12:19

Lunch 12:19 - 12:49

ASSEMBLY 12:49-1:49

BLOCK 4 1:49-3:05

#### EARLY DISMISSAL SCHEDULE

BLOCK 1 8:20-9:14

BLOCK 2 9:17-10:07

BLOCK 4 10:10-11:00

BLOCK 3:

A Lunch 11:00-11:25

Class 11:25-12:20

B Class 11:03-11:25

Lunch 11:25-11:50

Class 11:50-12:20

#### LATE START SCHEDULE

BLOCK 1 10:20-11:20

BLOCK 3

A Lunch 11:20-11:50

Class 11:50-12:50

B Class 11:25-12:25

Lunch 12:25-12:55

BLOCK 2 12:55-1:55

BLOCK 4 2:00-3:05

### HOMEROOM

Homeroom is intended to serve several purposes. They are: 1) To insure that the regular blocks are not disturbed for meetings. 2) To provide each student with an advisor (your homeroom teacher) who takes a special interest in what you do and is there to be an advocate for you helping you when needed. 3) To develop a spirit of camaraderie among the students of the homeroom so they can help each other and to work together to make each day an enjoyable experience. 4) To provide students with a break in the day to relax, catch up on any work that needs to be done, have time for recreational reading and to occasionally enjoy a fun activity as developed by the teacher and students of the homeroom.

To insure a positive homeroom environment we have established the following rules: 1) Attendance will be taken daily - failure to report to homeroom will result in one hour detention. 2) Three tardies to homeroom will result in one hour of detention. 3) **If you need to see a teacher or counselor during homeroom you must have a pass from that teacher and remain in his/her homeroom or office until the end of homeroom.** 4) When your organization is scheduled for a meeting you must first report to your homeroom and notify your homeroom teacher of the meeting. Students are expected to be responsible for homeroom just as they are for their other classes. If a student does not show the expected maturity and responsibility in homeroom they will be removed and assigned indefinitely to a homeroom in the office.

## AFTER SCHOOL HOURS

Students are expected to leave the building promptly upon dismissal each day. You are allowed to stay in the building only if you are supervised directly by a staff member. Faculty members are in the building from 8:00a.m. until 3:45p.m. Those waiting for a ride must remain in the commons and will not be allowed to roam the building.

## REGISTRATION PROCEDURE

Registration will be conducted in early January of each year. Students and parents are encouraged to study the Registration Manual and discuss the course offerings as they relate to the student's career goals. Students will first pre-register for courses listed in the manual. Based on those requests a decision is made on which courses to include in the master schedule. When that is completed students will have a final registration.

### Subject/Course Changes

1. Course changes are discouraged after the time of final registration.
2. Any changes will be made only upon the recommendation of the parents and teacher and after conferences and approval of the counselors and principal. These changes will be allowed only until the end of the previous quarter.

## GRADING SYSTEM

Report cards are issued every nine weeks. AHS uses an "A-F" system with 'A' being excellent, 'B' good, 'C' average, 'D' below average, 'P' passing and 'F' failing. An 'I' means that the student has an incomplete for the period. Incompletes are offered by the teacher when extenuating circumstances occur. **All incomplete work must be made up within two weeks of the end of the grading period** unless special arrangements are made with the teacher and the principal. An incomplete grade may turn into an 'F' if work is not completed within the two weeks.

## ACADEMIC LETTERING

Students will have the opportunity to earn an academic letter based on their cumulative GPA in grades 10-12. 10th graders will qualify if they have earned a 3.8 GPA or higher. 11th graders need a 3.7GPA or higher, and 12th graders need a 3.6 or higher. Academic letters are calculated at the end of 3rd quarter and are awarded at the end of the school year.

## SCHOOL PARKING LOT

Students are reminded that parking privileges are extended to those who show courteous and safe driving habits. Students must not park in the 1 hour visitor spaces, in the spaces reserved for handicapped parking, in the space reserved for school employees, or on any grass areas surrounding the parking lot. There is a space marked with yellow lines running horizontally through the space at the end of each row. These spaces are for the safety of those pulling into the driving lanes, **No parking is allowed in those end spaces.** Cars that are parked in the above listed areas will be ticketed or towed without warning. Students are reminded that the parking lot is off limits during school hours. **A student must have permission from the office to go to the parking lot during school hours.**

## APPROPRIATE DRESS REQUIRED

Appearance and dress are to be in good taste at all times. Extremes in dress are not considered appropriate. Student dress which disrupts or distracts from the teaching or learning function is not acceptable.

**The following areas are points of emphasis for student dress:** Students shall not wear clothing or hair that can be hazardous to them in their various school activities, such as shop, laboratories, athletics, physical education, art, etc. Grooming or dress that prevents a student from doing his/her best work because of blocked vision, restricted movement, or that exposes them or others to accidents is unacceptable. Revealing or distracting shorts, tops, dresses, shirts, and jeans must not be worn to school. All tops must cover midriff and should not have a low neckline exposing cleavage. Spaghetti straps, halter tops and open backs are not appropriate. Shorts, skirts, and dresses should not be shorter than a dollar bill's width above the knee, and pants and other clothing must be worn as to not allow undergarments to be exposed. (This pertains especially to pants worn below the hips.) Clothing (shirts, hats, or other) that contain profanity, sexual innuendo, slogans that are degrading to any group or which promote alcohol, tobacco or other chemicals will not be allowed. No matter how "cute" the slogan or saying is, if it is derived from the promotion of alcohol or tobacco it is unacceptable.

Students who are reported to the office as having inappropriate clothing will be asked to correct the problem. Continued violations may lead to disciplinary action.

## LOCKERS

Each student will be assigned a locker by the High School Office. Students who switch lockers without permission are subject to the forfeiture of their locker privileges. Any malfunction or damage should be immediately reported to the office. Students will be issued combination locks at no charge. Failure to return that lock at the end of the semester or year will result in a \$5.00 charge to the student to replace the lock. Students shall not use locks other than those issued by the school. It is expected that lockers will be kept locked when not being accessed and that the contents will be kept neat, orderly, and clean. **DO NOT STORE VALUABLES IN LOCKERS.**

Lockers are not to be adorned with pinup pictures that may be offensive to any group. Each student is asked to use mature judgment in the choice of material that may be taped inside of their locker. The same standard that applied to dress applies to items on locker doors. No items are to be displayed on the outside of a locker unless placed there by permission of the office. Students are asked to clean off all stickers and such from their lockers at the conclusion of the school year. If a locker is not restored to its original condition the student may be asked to return to clean it or may be charged for its cleaning by school staff.

**SPECIAL NOTICE:** Student lockers are school district property and are provided only for student use. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by school officials. (M.S. Chapter 227)

## MEDIA CENTER

The Media Center is open to students for quiet study, research, and use of library books and materials from 7:30AM to 3:30PM each school day. Most books may be checked out for a three-week period and reference books for 1 day. Periodicals may not be checked out. Students will be required to pay for the replacement of materials not returned.

**Cell phones may not be used at anytime in the media center** and computers must be used for academic purposes only in compliance with the computer use agreement. (Please no food or drink in the Media Center.)

## STUDENT SURVEYS

Our students will be asked from time to time to participate in various surveys for Universities, schools, and government. Students may exercise their option to not participate in these surveys. Parents will be notified, via passive consent, if the survey contains questions relating to illegal behavior, chemical use, sexual activity, or issues pertaining to psychological or family issues.

## DIRECTORY INFORMATION

The Albany Area Schools **may** release "directory information" about students to entities requesting it. This is information that is not considered harmful or an invasion of privacy. This includes student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and previous educational institutions the student has attended. Parents may "opt out" of this policy and request that the district not release any information by notifying the school, in writing, that you wish to have no information released concerning your child. NOTE: Public schools are required to furnish information to military recruiters upon request, unless the parents have "opted out" in which case no information will be released.

## SCHOOL LUNCH PROGRAM

The senior high school has a "closed" noon hour. This means students must remain in school during the lunch period.

Students are expected to maintain orderly behavior during the lunch period. Dishes must be returned to their proper place and refuse placed in the trash barrels. All student lunches are to be eaten in the commons area. Student lunch/ID cards will be issued to the students at the beginning of the year. Students are responsible for the cards if they are lost, stolen or damaged. Replacement cost will follow district policy guidelines. Senior high students **may not charge lunches.**

Students must not use another student's card or lunch number to purchase lunch. This will be considered theft and will result in disciplinary action.

**LUNCH HOUR RULES:** 1) Do not run to or in the commons area, 2) Be courteous, do not move ahead of anyone in line, 3) Do not push tables together, 4) Clean tables of debris, arrange chairs neatly under the table, and stack plates

neatly. **Complete the lunch hour in the commons area or in the non-carpeted pod areas, DO NOT SIT IN THE HALLWAYS PLEASE or be near any classroom areas.(9th-10th grades will remain in the commons for lunch.)** Be quiet and courteous at all times when near classrooms. Students are not allowed in the parking lot, or on the north or south sides of the school. Students may not go into the gym or locker room areas, or in the area south of the footbridge. This is due to lack of supervision in these areas. Students found in these areas are subject to discipline. Student may eat on the dining patio as weather permits. Please keep this area clean. Note: Seniors will be dismissed for lunch two minutes before the bell 1st lunch shift. Seniors, Juniors, and Sophomores will be released 2 minutes early for 2nd lunch shift. This privilege will remain all year unless there is a problem of running, which could cause the entire class to lose the privilege.

**VENDING MACHINE:** These are in place for the benefit of all students. They must not be altered or mistreated in any way. Please be responsible with your food or beverages if consuming them in school and clean up after yourself. Consumption may be restricted if problems occur.

### **MEDICATIONS**

1. Only prescribed medications can be administered at school.
2. All medications including nonprescription medications (over-the-counter) will be administered *only* when accompanied by a physician order, parent consent and in a pharmacy or physician labeled bottle.
3. Pharmacists will provide you with an extra labeled bottle for use at school at your request.
4. Medication will be administered to the student at the designated time under the supervision of authorized school staff.
5. When medication dosage or time changes, the nurse will assist you to obtain a revised medical order from the physician.
6. Parents or guardians are responsible for notifying the school nurse by the next school day if there is a change in the medication or dosage.
7. Students may self-carry prescription inhalers and Epi-Pens when medical orders are on file in the Health Office. No other self-carry medications are allowed in school.
8. Parents may bring a medication to school for their child and administer it when there is no medical order on file in the Health Office.

### **IMMUNIZATIONS**

State of Minnesota law states that all students must verify all appropriate immunization records to enroll or continue their attendance in this school. The purpose of this immunization law is to prevent or minimize the spread of infectious diseases.

### **FIRE DRILLS AND LOCK DOWN DRILLS**

In accordance with state law, Albany High school will conduct 5 fire drills and 5 lockdown drills through the course of the school year. The drills will be done announced and unannounced by administration and custodial staff.

### **STUDENT ATTENDANCE POLICY**

**THIS IS AN ABRIDGED VERSION OF THE ALBANY AREA SCHOOLS ATTENDANCE POLICY. THE ENTIRE VERSION IS AVAILABLE IN THE PRINCIPALS OFFICE.**

The Albany Area School Board believes that students regular school attendance is: (a) directly related to student's success in academic work; (b) benefits our students socially; (c) provides opportunities for important communications between teachers and students; (d) establishes regular habits of dependability important to the future of the student. The purpose of our policy is to encourage regular school attendance; it is intended to be positive, not punitive.

Our policy also recognizes that class attendance is a joint responsibility to be shared by our students, the parent(s) or guardian(s), teacher(s) and administrator(s). This policy will assist students in attending class. It is also a policy of this district that all students, regardless of age are required to have all absences verified by a parent/ guardian. The authority to decide whether an absence is excused, unexcused, or unapproved rests with the building principal.

Prearranged absences may be allowed for educational trips, testing, or medical appointments. A written note from a parent needs to be brought to the principal two to five days (2-5) prior to the intended date(s) of absence. The office will provide the student in writing with an excused, unexcused, or unapproved absence slip ("advanced make-up

note"). It is the student's responsibility to take this absence slip to each teacher in advance of his/her absence and to allow the student an opportunity to complete any class work which will be missed.

The procedure for sickness/illness to be followed when a student will be absent from school is:

1. The parent/guardian is asked to call the Senior High School between 7:30 a.m. and 4:00 p.m. to verify the reason for the day's absence. Ask for the Student Services Office. Upon returning to school the student shall stop in the attendance office for an "admit-slip" to class. TELEPHONE NUMBER: 845-2171, EXT. 5826 or 5827 between 7:30 a.m.- 4:00 p.m.
2. Absences not verified by a telephone call from the parent will require a note from the parent on the day the student returns to school. Parents may also be called by the principal (or his designate) to verify absence.
3. Absences not verified by either a note from parents, or a parent phone call, will be an unexcused absence until resolved to the principal's satisfaction.
4. Absence from class during the school day ("skipping a class," or a part of it), excessive tardiness to class, tardiness or absence due to oversleeping, excessive absences as determined by the principal, or leaving the school building without approval will be an unexcused absence.
5. **Attendance and Extracurricular Participation:** Students must be in attendance for two complete blocks of the school day to participate in extracurricular activities. This pertains to practice and games or performances.

## **DEFINITIONS OF TYPES OF ABSENCES**

1. **EXCUSED ABSENCES:** Absences will be excused if they fall in to one of the categories: A) Illness, B) Family Emergency  
C) Medical/Dental appointments, D) Court Appearances, E) Religious instruction not to exceed 3 hours per week, F) Physical emergencies such as flood, fire, etc., G) Pre approved Trips. H) In School Suspension.
2. **UNAPPROVED ABSENCES:** These are absences excused by the parent but not excused by the school. The student will not receive disciplinary consequences for these absences but the student will not have a time extension to complete their school work. Unapproved absences may be counted as unexcused absences for the purpose of determining truancy.
3. **UNEXCUSED ABSENCE:** Absences not approved by parents or school.

## **HABITUAL TRUANCY**

After the third unexcused/unapproved absence a letter will be sent to parent/guardians informing them of the issue. After the 5th unexcused/unapproved absence a student will be referred to the Stearns County Truancy mediation program.

## **PERFECT OR EXEMPLARY ATTENDANCE INCENTIVE:**

Perfect attendance shall be defined as in attendance for the entire school day for the entire school year. Exemplary attendance is defined as one or less absence for a semester. School business such as field trips, contest, or school counselor visits will not affect perfect or exemplary attendance. Three tardies constitute one day of absence. School attendance is taken each block therefore four blocks equal one day. One block of absence would eliminate perfect attendance.

If a student has maintained a cumulative grade point of 1.0 to 2.65 (D to C+) and has had perfect attendance for that semester they will be excused from the last day of second and fourth quarters. If a student has maintained a cumulative grade point average of 2.66 to 4.0 (B- to A) and has had exemplary attendance they will be excused from the last day of second and fourth quarters. Any student with perfect or exemplary attendance may choose to attend the last day of quarters two and four with the hope of improving their grade, but their grade will never be lowered. The attendance calculation for this policy will be made at the end of second and fourth quarters, therefore a student might be excused for a day second quarter but not fourth or they may be excused at the end of fourth quarter by gaining perfect or exemplary attendance for the second semester regardless of what their attendance was first semester. Note: Special consideration will be given for absences due to a funeral in the immediate family. Immediate family is defined as the student's spouse, child, parent, brother, sister, grandparent, parent-in-law, brother-in-law or sister-in-law. College visits will be considered an absence unless a required entrance exam (or similar testing) is taking place. Proper verification must be presented for these purposes.

Students attending a school event, (sports, class trip, etc...) will not be considered absent effecting perfect/exemplary attendance. Students may need to show proof of attendance for these events. Behind the wheel training that takes place during the school day WILL count as an absence for perfect attendance purposes.

### **STUDENT GUESTS AND VISITORS**

Students may on occasion be allowed to invite a guest to attend school with them during the day. Students must first request a "Visitation Permit" from the high school office and have the teachers (of the classes in which the student is enrolled) and principal sign off BEFORE the guest's arrival. Students may be denied the opportunity to bring a guest at the principal's discretion. Guests will be limited to students who are currently attending school in another public/private district.

### **POLICY FOR EXCESSIVE ABSENCE:**

In the event that a student is excessively absent from school the following policy will be activated. On the fifth day of absence during the quarter the parent will be notified and be requested to conference with the principal. From that point on (Day 5 of absence for

the quarter) all absences will be unexcused unless the parent calls the student services office with an acceptable excuse by 4:00 p.m. the day of the absence.

**The only exceptions to this policy will be for long-term illness requiring home bed rest or hospitalization as determined from an investigation conducted by the school nurse which will include doctor verification.**

**TARDINESS:** Students are considered tardy if they are not in their seats when their class begins. If you are not in school by 8:20 a.m. or do not get to your first class in time, report immediately to the office for an admit slip. When a student reaches three (3) tardies it will constitute one day of unexcused absence for truancy purposes. Tardiness will be handled by the teacher, and may result in disciplinary action.

### **LEAVING THE SCHOOL BUILDING:**

Students leaving the building during the school day for prearranged absence, illness or emergencies\*, must:

1. Have a written note from the parent/guardian to be presented to the office between 8:00 a.m.- 8:20 a.m. for pre-approval;
2. Sign-out on the sign-out sheet in the office when leaving (and when returning) during the school day;
3. Obtain a make-up/admit-to-class note;
4. Leave via the office entrance only. (**Student's may not leave via the Junior High area.**)

\*Students leaving school without permission will be unexcused.

(A parent may also call to have a student released.)

### **STUDENT ILLNESS DURING THE SCHOOL DAY**

If a student becomes ill or sick during the school day, he/she **must** report to the principal's office. An effort will be made to contact parents. No student will receive permission to leave the building to go home without parental contact.

### **PHYSICAL EDUCATION**

Students will be excused from participation in physical education classes if the student presents one of the following in writing:

1. Doctor's excuse--This note must include the length of time for non participation for the excuse, must be signed by the doctor and include all activities which the student may participate in.
2. Parental excuse--This is valid for one class meeting in a case where the student has just returned to school after an illness or accident, or a similar circumstance.

Procedure: The student must present the excuse to the principal or nurse in the morning before school. The student will be given the proper excuse to present to the Physical Education teacher. It is further understood that an excused absence from physical education means the student shall not participate in after school athletic activities.

### **ALBANY AREA SCHOOLS SWIMMING PROGRAM POLICY**

This policy was adopted in 2006 for swimming programs including physical education classes. No jewelry is allowed in pool area. Only certified staff, life guards, and educational assistants are permitted in pool area while students are

swimming. Swimsuits will cover an appropriate amount of the body. If there is a question in regards to the appropriateness of the swimsuit, the school nurse will be consulted. Two piece swimsuits are acceptable as long as they cover the body to an acceptable level; one piece suits are recommended. All students are required to complete the full swimming curriculum as outlined in the Albany Area School Physical Education Curriculum. Failure to fulfill this requirement will result in a failing grade for that unit. Medical exceptions will be handled on an individual basis.

### **GUIDANCE AND COUNSELING**

The counselors will assist all students with any educational, personal, and vocational questions and problems they may have. This may include such areas as requirements for graduation, educational planning, vocational and job planning, trade and business schools, college entrance requirements and information, scholarships and loans, help with personal problems, testing information, and military service. The counselors are available and would like to encourage all students to make use of the counseling services. Appointments are easily made and students will be excused on a pass from class to see the counselor. Passes must be acquired ahead of time and student are not allowed to wait in the counselor's office without an appointment during class time.

### **RECRUITER POLICY**

The following is the policy for recruiters to enter the senior high school and speak to student.

Parents/Students: It is our policy that all students and parents will have the opportunity of advance notice of the date(s) of visits by recruiters to our school. We will publish in our announcements which recruiters and upon what dates they will be in our school. Students will be encouraged to discuss with parents whether they wish to meet with the military, college, or vocational school recruiters. Since both parents and students will generally have a month's prior notice of the scheduled visitation dates to our school, we will expect parents to sign a note of consent for their son or daughter to meet with the recruiter(s). Signing such a note will indicate the knowledge and willingness of the parent(s) for the student to meet with the recruiter(s). Such notes will be turned in no later than 8:30 a.m. to the senior high office on the date (day) of the visitation. **Exception**: Students may visit with recruiters who are willing to set up in our school during the lunch period.

College Visits: All college visits should be arranged through the counselor office. Students are encouraged to schedule college visits on days when our school is not in session. (There are numerous opportunities) If necessary the school will excuse a student a total of two days for college visits. If extenuating circumstances exist, the parents are asked to discuss those with the principal at which time consideration will be given for additional excused time. Reminder: These are counted as absences in regards to perfect attendance.

### **CELL PHONE POLICY**

Out of respect for teachers and students, cell phones must not be used for any reason during the class period unless permission is granted by the teacher. (This includes the Media center.) Students may not leave class to use cell phones and students misusing cell phones will result in having the phone taken away and possibly a parent meeting taking place. Cell phones are not to be used in the locker rooms or bathrooms for any reason. Parents needing to contact their son/daughter are urged to call the office and a message will be delivered to the student.

Posting of any video or audio content on the internet from any classroom or school activity is prohibited unless written consent has been obtain from an authorized school official. Severe disciplinary action will take place for violations including possible legal ramification.

### **SNOWMOBILE RULES AND PROCEDURES**

Students who choose to ride a snowmobile to school are required to get an information/rules form from the high school office before riding on school property. Failure to adhere to the rules and guidelines will result in losing the privilege to ride snowmobiles on school property.

### **STUDENT DISCIPLINE POLICY**

It is the position of the school district that a fair and equitable districtwide school discipline policy will contribute to the quality of a student's education and learning experience. Therefore, this districtwide discipline policy has been adopted. It is the responsibility of the school board, administration, teachers, and employees to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State statute, State Board of Education regulations and this policy.

The following school board policies apply to **all school and school sponsored activities**.



## RULES OF CONDUCT

Disciplinary action will be taken for any behavior which disrupts good order or violates the rights of others. The following acts are unacceptable behaviors subject to disciplinary action in the school district:

1) Truancy and unauthorized absences: Truancy, the absenting of one's self from school or class without the knowledge and approval of the school and/or parent, is not condoned.

2) Damage to School Property, Personal Property or Theft.

3) Aggravated assault: Committing an assault upon the person of another will result in serious disciplinary procedures.

4) Verbal Assault/Bullying: Verbal assaults are abusive, threatening, profane, or obscene language, (oral or written), toward a staff member or another student. This includes conduct which degrades people because of their race, religion, ethnic background, physical or mental disabilities and includes sexual harassment.(See Policy)

5) Threats or Disruptions: Threats to normal school operations or school activities, including, but not limited to, the reporting of dangerous or hazardous situations that do not exist. School Disruptions are any disturbance or interruptions of the school or school-sponsored activities.

6) Dangerous, Harmful and Nuisance Substances and Articles: **A) Drugs and Alcohol**: Students are prohibited from using, possessing, distributing, or being under the influence of mood altering drugs, alcohol or narcotics at school or school sponsored activities, or on school grounds. **B) Tobacco**: Possession or use of any type of tobacco product by a student, or the use of one while on school grounds or at school sponsored activities is prohibited.

Disciplinary action for the above may include but is not limited to the following: a) Meeting with Chemical Health Educator, b) Loss of school privileges or positions for a period of one year, c) Mandatory Insight Program or Tobacco Education Program, d) Notification of Law Enforcement e) Enforcement of MSHSL rules and district #745 extracurricular participation policy, f) Parental Conference, g) Suspension, Exclusion or Expulsion. i) Mandatory Chemical Assessment and following of the recommendations of the professional. **C) Harmful or Nuisance Articles**: Students are prohibited from possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property at school or at school sponsored activities.

7. Insubordination: Defined as failure to respond or carry out a reasonable request by a staff member. Insubordination also includes abusive or inappropriate language directed towards a staff member.

8. Cheating: Teachers have the right to discipline students for cheating by assigning a zero on assignment/test which the student cheated. Cheating reported to the office will be investigated and discipline may be assigned.

9. Hazing: It is the policy of the Albany Area School Board that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another to do an act of initiation into the school, or any school organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

10. No senior high students are allowed in the junior high wing of the school unless they are attending a class located there. Senior high students may not exit the build through the junior high corridors as well.

11. Public Displays of affection: Students must show respect for their peers and not engage in excessive displays of affection. Kissing, groping, excessive hugging, and other offensive touching will not be tolerated. This policy applies to all school function regardless of location.

12. Tennessee Warning: Students are expected, by school policy, to cooperate with school officials when being questioned in a disciplinary investigation. Noncooperation may result in disciplinary action. Information received will be released to school officials, parents, guardians, (and MSHSL if required) only. Suspected criminal activity will be submitted to law enforcement.

## DISCIPLINARY ACTION

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

- A. Meeting with teacher, counselor, principal;
- B. Personal Improvement Plan;
- C. Detention, After School
- D. Loss of School Privileges;
- E. Parental Conference;
- F. Modified School Program;
- G. Removal from Class;
- H. Suspension, In School(ISS) or Out of School(OSS);
- I. Exclusion or
- J. Expulsion.

The following chart contains examples of unacceptable behavior and the possible discipline that would result. The severity of the violation may dictate greater or lesser action than listed.

### UNACCEPTABLE BEHAVIOR      CONSEQUENCES

| Occurrence                            | 1  | 2            | 3                 | 4           | 5         |
|---------------------------------------|--|--------------|-------------------|-------------|-----------|
| 1. School disruption                  | ABC  | CEG          | EH(1)             | EFH(3)      | H(5-10)IJ |
| 2. Profanity/Vulgarity                | AB   | C            | EH(1)             | EH(3)       | H(5-10)IJ |
| 3. Lunch Hour Violations              | ABC  | CDF          | EH(1)             | EFH(3)      | H(5-10)IJ |
| 4. Safety Violation                   | BC   | CEG          | EH(1-3)           | EH(3)       | H(5-10)IJ |
| 5. Disorderly Conduct                 | BC   | CEG          | EH(1-3)           | EH(5)       | H(10)IJ   |
| 6. Inappropriate Dress                | A  | AB           | CE                | EH(1-3)     | H(3-5)IJ  |
| 7. Forgery of Notes                   | C  | EH(1)        | EH(3)             | EH(5)       | EH(10)IJ  |
| 8. Unexcused Absence                  | (1)C(Equal Time/1 hr) (2)CE(Double/1 hr) (3)H(1 day) (4)and every time after 2 day's ISS |              |                   |             |           |
| 9. Vandalism (Restitution)            | EH(3)  | EH(5)        | EIJ               | -           | -         |
| 10. Theft(Restitution)                | EH(3)  | EH(5)        | EIJ               | -           | -         |
| 11. Fighting                          | EH(1-3)  | EH(3-5)      | EH(10) IJ         | -           | -         |
| 12. Assault(Police Report)            | BEH(3-5)   | EH( 5-10)EIJ | -                 | -           | -         |
| 13. Harassment/Intimidation           | BCEH(1-3)  | EH(3)        | EH(5)             | EH(10) EIJ  | -         |
| 14. Sexual Harassment                 | BCEH(1-3)  | EH(3-5)      | EH(5-10) EIJ      | -           | -         |
| 15. Insubordination                   | AEH(1-3)   | AEH(3)       | AEH(5)            | AEH(10) EIJ | -         |
| 16. Alcohol Use/Possession            | AEH(3)   | AEH(5)       | AEH (10)IJ        | -           | -         |
| 17. Tobacco Use/Possession            | AEH(2)   | AEH(4)       | AEH(10)EIJ        | -           | -         |
| 18. Mood Altering Drug Use/Possession | AEH(5)   | AEH(10)EIJ   | (carry over K-12) |             |           |
| 19. Weapons Possession or Use         | (See Policy)   |              |                   |             |           |

**Any student suspended out of school more than 3 times for any combination of offenses may be subject to expulsion.**

Disclaimer: The list above does not cover every possible eventuality; consequences may be altered to cover unusual circumstances. Police reports may result from serious violations of school policy. State law permits ten (10) day suspensions. Those may occur for serious violations of school policy or for repeat offenses.

All disciplinary action will be in accordance with: "An Act relating to education; establishing grounds and procedures for the suspension, exclusion, and expulsion of school pupils; repealing Minnesota Statutes 1971, Section 127.071. Be it enacted by the Legislature of the State of Minnesota Sections 127.26 to 127.42 may be cited as The Pupil Fair Dismissal Act of 1974 and as amended by action of the legislature in 1983."

A. Detention: A detention period, supervised by a school employee, will be scheduled for students who have had unexcused tardiness, absences or other disciplinary action. Failure to report to assigned detention will result in one hour added, or suspension at the rate of 1 day of In School Suspension per 2 hours of detention missed.

B. "Removal from class" and "removal" mean any action taken by a teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods. Grounds for removal shall be: 1. Willful conduct which materially and substantially disrupts the rights of others to an

education. 2. Willful conduct which endangers district employees, the pupil, or other pupils, or the property of the school. 3. Willful violation of any rule of conduct established in the discipline policy adopted by the board.

C. Suspension: An action taken by the school administration prohibiting a pupil from attending school for a period of not more than ten days. Suspension may be either in-school or out of school.

In-School Suspension (ISS) is an excused absence, therefore all work completed while in suspension will receive credit. Out of school suspension (OSS) is unexcused, therefore daily work completed during the suspension may receive **NO** credit.

While on ISS students are required to work on school assignments. They may not sleep, play electronic games or bring food or drink to the suspension room. They will be allowed two short breaks and lunch during the day. Students on ISS or OSS may not participate in school sponsored events on those days suspended. A parent conference may be called before the student returns to their normal classes.

D. Expulsion is an action taken by the school board to prohibit an enrolled pupil from further attendance.

**E. Parents shall be notified in writing or by phone of violation of rules of conduct and resulting disciplinary actions** except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Students will be notified verbally and in writing of violations of rules of conduct and resulting disciplinary actions except as provided otherwise by the Pupil Fair Dismissal Act of 1974.

#### **POLICY FOR POSITIONS OF HONOR**

Selections to Student Council, National Honor Society, Homecoming or Snow Daze Royalty, Captain and Leaders, commencement speaker/performer, and class officer is an honor, one that requires that the student has demonstrated a high standard of school citizenship. Anyone who has been cited for a violation of school, local, state or High School League policies regarding substance possession or use, or has been suspended more than once for violation of any school policy, will not be eligible for the above positions for a period of one year. The statement above will apply if the violation occurred during the year of the selection process. The "year" includes the summer preceding the school year starting with the completion of the graduation ceremonies. In the case of Homecoming and Snow Daze Royalty, the policy only applies from the previous year up until the selections have been made. Students who are selected in the above positions will be removed from their positions the first time there is a violation of this policy regarding the use or possession of mood altering substances, or for two incidents of school suspension during the year of the leadership position.

Attendance at school activities such as homecoming, snow week and spring fling festivities are considered a privilege. Students who do not follow school policies and procedures will not be allowed to attend such activities. Students with detention time due must first complete the detention time before attending these activities.

#### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is a right accorded to those students who qualify based on character, scholarship, service, and leadership. The National Honor Society has strict rules and guidelines that follow State and National guidelines. For information about the National Honor Society students and parents may call or write Mrs. Melanie Thompson, chapter advisor.

#### **COMMENCEMENT CREDIT REQUIREMENT**

Albany Area Graduating seniors must have at least 27 1/2 credits by the end of third quarter in order to participate in Albany Area High School Commencement Exercises. Special consideration will be given to those students who are enrolled in an approved ALC course and attain 27 1/2 credits by May 1st.

#### **ACADEMIC ELIGIBILITY STANDARDS FOR EXTRA CURRICULAR PARTICIPATION**

Participation in extracurricular activities is a privilege granted to all students in the Albany Area Schools. This privilege is extended to all students meeting the academic standards of eligibility as set by the Albany Area School Board. We expect that students participating in these activities will be doing passing work in all their subjects. In the event a student fails a class, they become ineligible for four weeks. This ineligibility begins the first day administration is notified and lasts for twenty school days. The student will be reinstated upon presenting a grade

report form which is signed by all of the student's teachers and indicates that he/she is passing all four classes. An Incomplete is considered an "F" until work is completed for that class at which time the student will become eligible immediately. If a student is not making progress toward graduation they will be ineligible indefinitely, until such time as they are back on track to graduate with the class in which they started ninth grade.

To be eligible for extracurricular activities students must also maintain good attendance. If a student misses five days in a quarter they become ineligible until such time as all work has been made up as verified by all of the student's teachers. For each successive absence a student would be ineligible until all work has been made up and teachers have signed the make-up slip.

## **SCHOOL BOARD POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, BULLYING AND VIOLENCE**

(The following is a summary of the district policy, complete copies of the policy are available upon request from the Superintendent of Schools and are on display throughout the building)

Harassment is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01-.14, the Minnesota Human Rights Act. Violence is a physical act of aggression that may include a sexual act or sexual purpose.

It is the policy of Independent School District No. 745 to maintain a learning and working environment that is free from harassment and violence. The School District prohibits any form of sexual, racial, or religious harassment and any form of violence.

It shall be a violation of this policy for any student or employee of School District No. 745 to harass a student or an employee through conduct or communication of any kind.

It shall be a violation of this policy for any student or employee of School District No. 745 to be violent to a student or employee. The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual, racial, or religious harassment or of acts of violence and to discipline any student or employee who harasses or who is violent toward a student or employee of the School District. Local law enforcement will be notified in cases of violence.

District 745 maintains a firm policy prohibiting all acts of bullying. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. This includes acts via cyberspace (texting, facebook, twitter, ect) 1212The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, and other similar disruptive behaviors.

Any person who believes he or she has been the victim of harassment, bullying, or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.

(Adopted by the School Board June 21, 1990, Revised June 1995, 2005)

## **ALBANY SCHOOLS WEAPONS POLICY**

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school sponsored activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events. According to Minnesota State Law, effective August 1, 1993 it is a felony to possess a dangerous weapon within 300 feet of a school building.

### **A. ZERO TOLERANCE**

The District takes the position of "**Zero Tolerance**" on the following objects:

1. All firearms (whether loaded or unloaded)
2. Other guns of all types including pellet or BB
3. Lead pipes
4. Bows and arrows(except authorized for instruction)
5. Knives.
6. Switch blades or automatically opening knives with blades of any length
7. Black jacks, clubs, nun-chucks, throwing stars, daggers, metal knuckles, and like objects
8. Explosives.

**Zero Tolerance** will also be the position of the District when any object (whether real or "look-alike") is used to injure, strike terror or threaten personal injury at or on those places or vehicles listed in paragraph number 1 of this section

## **SECTION "A" VIOLATIONS BY STUDENTS**

THE PROCEDURE FOR ALL OFFENSES IS:

1. Call police and request assistance
2. Confiscate the weapon (if it can be done safely)
3. Hold an administrative hearing with students, which will include:
  - a. Notification of parent/guardian
  - b. Involvement of police with recommendation to charge
  - c. Suspension for up to ten days
  - d. Recommendation of student expulsion

## **SECTION "A" VIOLATION BY OTHER YOUTH OR ADULTS**

1. Immediate police involvement with recommendations to charge.

## **B. INADVERTENT POSSESSION/ADMINISTRATIVE DISCRETION**

While this policy represents a firm "**Zero Tolerance**" position on weapons possession on school property and on or at those places or vehicles listed in paragraph number 1 of this document and is intended to prohibit all weapons for any reason, there could be a very rare occasion when a weapon is inadvertently brought onto school property. If such an occasion is clearly the case, the building principal, after a thorough investigation, may use discretion in determining the appropriateness of the consequences. Students who discover an inadvertent possession of a weapon on their person must immediately turn it into the building principal. The building principal will have the weapon removed from school property in a safe and reasonable manner.

## **C. AUTHORIZED INSTRUCTIONAL AND WORK RELATED EQUIPMENT & TOOLS**

While this policy represents a firm, "**Zero Tolerance**" on weapons and/or look alike weapons it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment when properly used and stored shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner the guidelines and consequences of this policy will take effect.

## **D. LENGTH OF EXPULSION**

When a student is expelled from school for reasons of weapon possession and/or use, it shall be the intent of the Board of Education that the expulsion shall last for the remainder of the school year and may be extended up to 12 months based on advice of legal counsel. (ADOPTED BY THE ALBANY AREA BOARD OF EDUCATION ON JULY 7, 1993 and REVISED BY THE ALBANY BOARD OF EDUCATION JUNE 4, 2001).

## **NONDISCRIMINATION POLICY STATEMENT**

It is the policy of the Albany Area School District not to discriminate on the basis of race, color, creed, religion, gender, national origin, age, marital status, disability, and status with regard to public assistance or in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, The Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973.

The District will identify, evaluate and provide an appropriate public education to learners who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Superintendent of Schools of the Albany Area School District, Box 40, Albany, Mn. or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

## **Procedure for registering complaints against a Albany Area School instructor/staff member.**

We at Albany Area Schools realize that students, parents, and community members may have complaints as to the way specific things are done in our schools. Whether these complaints concern classroom situations or overall operational situations we ask that you use the procedure listed below to register your complaints. Start at number one and if that does not solve the problem, go to the next level

1. Talk to the instructor or staff member personally.

2. Talk to the instructor/staff members immediate supervisor.
3. Make an appointment to see the superintendent of schools.
4. Contact the superintendent of schools and asked to be placed on the agenda for the school board meeting so that you may air your concern to the board.

#### **Student Contract Regarding the Use of the Internet**

I, \_\_\_\_\_, accept and agree to abide by the rules set forth by Independent School District No. 745 and contained in the Internet Computer / Equipment Usage Policy. I further agree that my use of the Internet, Computer and/or Equipment of the School District are subject to additional rules and directives issued by the instructor.

I realize that the primary purpose of the District Internet connection is educational and that I will limit my usage to educational purposes unless I receive written permission from my instructor for other use.

I realize that the use of the Internet, Computer and Equipment is a privilege, not a right. My access may be revoked at any time by the School District, as it shall see fit. I also acknowledge that inappropriate behavior may lead to penalties, including disciplinary action, reduction in my grade or loss of credit for assignments and/or legal action.

I understand that my use of School District equipment, computers and Internet access is not private and that all of my activity, transmissions, documents, etc., are subject to review and monitoring by School District personnel for any reason, without notice.

I agree not to participate in the transfer of inappropriate or illegal materials through the School District's Internet Connection. I realize that in some cases, the transfer of such material may result in legal action against me.

I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.

I release the School District and all organizations related to the District's Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of Internet access, Network, Computers and Equipment of the District.

I understand that the Internet contains information that is inappropriate and unrelated to educational purposes. I recognize that it is impossible for the District to prevent access to all forms of inappropriate information and my responsibility to avoid such information. I will not hold the School District responsible for materials found or accessed on the District's Internet access. If I should come across, accidentally, any information that seems inappropriate and makes me uncomfortable, I will inform my teacher immediately.

I release the School District and related organizations from any liability relating to consequences resulting from my use of the Internet.

Dated: \_\_\_\_\_  
Student Signature

#### **ALBANY AREA SCHOOLS, ISD #745 PARENT/LEGAL GUARDIAN CONSENT FORM**

Parents of students are required to review the Internet, Computer and Equipment Usage Policy with their child and to sign the consent form prior to access being granted to the student.

I, \_\_\_\_\_ as the parent/legal guardian of,  
(print your name above)

\_\_\_\_\_ state that I have read the Internet,  
(Print name)

Computer and Equipment Usage Policy and the Student Contract for Use signed by my child. I understand and accept the responsibilities and liabilities stated that are placed on me and my child/ward as a result of signing this contract should my child/ward violate the rules.

I understand that the Internet contains some material that is inappropriate for minors. I support the School District's position that students are individually responsible for not accessing such material. Unacceptable use of the School District's Internet access will result in possible suspension of privileges or other discipline. I will not hold the School District liable for any inappropriate information my child may encounter by using the School District's Internet access and expressly agree to the disclaimer provisions contained in the Internet, Computer and Equipment Usage Policy.

I hereby give my permission for my child/ward to use the School District Internet connection, computers, equipment and networks and specifically agree to the terms

Dated: \_\_\_\_\_  
Parent/Guardian signature