

**Items 4, 22, 57 and 58 are in red. Updates to 12th grade course requirements since we lost a science teacher and no longer offer some courses that had been listed. Added to bus info about being on time. Added your name as Human Rights Officer. Added insurance/injury info copied from Roseau's language.**

## **1. FORWARD**

### **Dear Students and Parents:**

We welcome you to Greenbush/Middle River School for the 2019 - 20 school year. This handbook contains official school policy as approved by the Greenbush/Middle River School Board. During the year, please bring any questions or concerns about these policies or other school matters to our attention.

The primary purpose of our school is to recognize and develop the potential of all Greenbush/Middle River students so they may function well in society.

We can achieve these ideals through an atmosphere of trust and mutual respect among students, teachers, parents, administrators and support personnel. We will accomplish these important goals by working together.

Sincerely

Sharon Schultz  
Principal  
Greenbush/Middle River School  
218-782-2232

## **2. GREENBUSH/MIDDLE RIVER MISSION STATEMENT**

**The Mission of the Greenbush/Middle River School is to provide quality education which will prepare all students to meet success by developing self-directed thinkers who are productive, responsible, respectful, and accountable to themselves and others.**

## **3. BUILDING HOURS**

The school will be open for students at 8:00 a.m. or when buses arrive. Students are dismissed at 3:05. Only those students who are under direct supervision of a teacher, coach, or administrator will be allowed to remain in the building.

Elementary classes are from 8:05-3:05. High school classes are from 8:20-3:05.

## **4. ACADEMIC INFORMATION**

### **7th Grade Requirements**

English  
Math  
Life Science  
US Studies  
FACS  
PE  
Digital Literacy 1

### **8th Grade Requirements**

English  
Algebra 1  
Earth Science  
Global Studies  
PE  
FACS  
Art

### **9th Grade Requirements**

English  
Geometry  
Physical Science  
Geography  
FACS/Health  
PE  
Digital Literacy 2

### **10th Grade Requirements**

English  
Algebra 2  
Biology  
US History  
Careers

### **11th Grade Requirements**

English 11  
**or** American Lit  
Statistics  
Chemistry  
Civics

### **12th Grade Requirements**

Econ/World History, 1 cr.  
Senior English Option

- *English 12*
- *College Intro to Lit/Comp.*

Senior Math Option

- *College Algebra*
- *College Calculus*
- *College Trigonometry*
- *Math Foundations*

Senior Science Option

- *Physics*
- *Environmental Science*
- *Geology*
- *Astronomy*

### **Additional Notes**

- *1 art credit required in 9-12*
- *Test Scores/GPA requirements for college-credit coursework*

Courses must be completed in sequence. For example, Food Occupations 1 must be completed successfully before enrolling in Food Occupations 2.

## **5. REQUIREMENTS FOR GRADUATION**

Each full block course that meets daily for a semester equals 1 credit. Split block courses that run for the full year equal 1 credit. Students must earn 28 credits in grades 9-12 to receive a diploma.

A diploma may also be earned by certain students who complete individual education plans.

Students who do not qualify for the diploma may be given a certificate of attendance if they meet the requirements of MN EDU 44. See building principal for details.

### **Recommended College Requirements:**

4 years of English

3 ½ years of math (1 year of algebra and 1 year of geometry) (Intro to Stem; Intermediate Stem)

3 ½ years of science (1 year each of a physical and a natural science and 1 year with significant laboratory experience)

3 ½ years of social studies (including 1 year each of U.S. history and geography)

3 years of Specified Electives chosen from at least 2 of the following: World Language, World Cultures, and The Arts

## **6. GRADING SYSTEM**

A 4.0 grading system is used:	A	4.000
	B	3.000
	C	2.000
	D	1.000
	F	0

Plus = .667

Minus = .333

### **6a. WEIGHTED GRADING POLICY:**

All College in the High School courses provided by GMR staff will use a weighted grading scale using the following grade equivalents. A=4.5, A-=4.17, B+=3.83, B=3.5, B-=3.17, C+=2.83, C=2.5, C-=2.17, D+=1.83, D=1.5, D-=1.17.

## **7. SCHOLASTIC ELIGIBILITY**

Students receiving an “F” or “I” for the grading period or mid-quarter, the student will be ineligible to participate in extracurricular games, performances, or events for the next two weeks or two events, whichever is greater. The student should continue to practice, but will not leave school early with the team for away events. If at the end of this period of time the student is maintaining passing grades in all classes he/she may participate. If not, ineligibility will continue and be reassessed on a weekly basis. Spring grades count for fall eligibility.

Parents/guardians will be sent notification at mid-quarter if a student’s performance is deficient.

## **8. INCOMPLETES**

An “I” grade will be treated as an “F” in calculating grade averages. (No credit will be given for the course if the Incomplete is not made up.)

Students in grades 7-12 who receive an Incomplete grade in a class have two weeks from the day mid quarter grades or report cards are passed out to complete the necessary requirements. During this time students are restricted to class and homerooms. They will be allowed to attend practice, but not participate in activities. If the necessary work has

not been completed within the two-week limit, the student will receive no credit for the class. Students will remain ineligible to participate in any extracurricular activities with an Incomplete grade until work is completed. Credits for failed regular course work must be repeated or made up through the ALC.

## **9. ATTENDANCE**

Student attendance is of vital importance as most learning takes place within the classroom through peer/teacher interaction. This cannot be totally substituted with homework assignments. For this reason attendance is a factor in determining a student's grade. Our school district is evaluated on our daily attendance and graduation rates so it is of vital importance we have our students in school.

Parents are expected to call by 9:30 A.M. if your child is going to miss school. If no call is received, an unexcused absence will be assigned for the day.

Parents may call the school and request their child be excused. The school principal will make the determination on all excused or unexcused absences. Unexcused absences for any part of less than ½ day will result in up to 3 hours of detention. A full day unexcused absence will result in up to 5 hours of detention consequence to be served from 3:10-4:10 on consecutive days.

After you receive 7 unexcused absences you will be reported to the county court.

### **9a. GMR MAXIMUM ABSENCE POLICY:**

Maximum Absence Rule: Students will not receive credit for a class in which absences reach eight (8) in one semester, five (5) in a quarter class and sixteen (16) for a full year class. After a student has reached 5 absences in a semester class a written notification will be made to the parent/guardian informing of the potential of lost credit for the course. Upon the 8<sup>th</sup> absence from a class, the student will be removed from the class and will receive a grade of "F" for the class. A written appeal requesting a hearing for the restoration of lost credits due to excessive absences may be made to administration within two school days.

### **The following absences are excused and DO NOT count in the maximum absence rule:**

1. Participation in school sponsored activities occurring during school time.
2. Death of an immediate family member (siblings, parents, grandparents).
3. Chronic or long term illnesses of student or immediate family which are verified by a doctor's signed statement.
4. Pre-approved family trips (with parent/guardian/grandparent) up to five (5) days.

## **10. SENIOR REQUIREMENTS**

Seniors are required to register for a full 8 credits. They are required to turn in all assignments by the last student day before graduation. Seniors must complete all required course work with passing grades in order to receive a diploma.

## **11. ABSENCE DUE TO WORK**

Parents are urged not to permit students to miss school for work. If a student is needed for work on the parents' farm or business during the peak work period or emergencies, an absence may be excused. This does not pertain to part-time jobs outside of the parents' operation. Clear communications between parents and the school on the rare times work absences are needed will minimize misunderstandings over enforcement of the policy.

## **12. SCHOOL FUNCTION ABSENCES**

Occasionally, school activities occur during the school day, for example, Knowledge Bowl, FCCLA, golf, etc. The advisor will submit a list of names to the high school office before the event. All students are responsible for securing

their assignments and completing all missed work within two days. Students that participate in co-curricular or extracurricular activities will be allowed a maximum of 6 early-outs for each activity, provided they are making satisfactory academic progress, which is determined by the principal.

### **13. ILLNESS AND MEDICAL APPOINTMENT ABSENCES**

Students who miss school for medical/eye/dental/mental health appointments will be expected to provide verification of appointment attendance from clinic or doctor. Chiropractor appointments must be scheduled before or after school hours unless pre-approved by the principal. Students who miss more than 3 consecutive days for illness will be expected to provide a note from a doctor. If doctor's note is not provided the additional time missed will be recorded as unexcused absences and detention will be assigned. Excessive absence for elementary students could lead to truancy report.

### **14. SENIOR COLLEGE VISITS**

Up to two days absence will be excused for senior college visits...provided that the student comply with the following procedure:

1. Parental permission in advance.
2. Get counselor's approval verifying college visit.

### **15. FAMILY TRIPS**

To miss school for a family trip the student must have prior approval and class assignments arranged. Students must be traveling with a parent/grandparent/legal guardian. Students leaving school on pre-approved trips with other adults and parent's permission will be assigned one hour of detention for each day missed. Students leaving school on trips that do not follow these requirements could serve up to 5 hours of detention per day for time missed.

### **16. DEER HUNTING POLICY**

Students who miss school during regular firearms deer hunting season will have the following time line for work completion and assigned detention time: Students may ask instructors for assignments the day prior to leaving. Teachers are not obligated to give assignments prior to this time. All work missed must be completed by the end of the second day after returning. Students will serve one hour of detention for the first day missed. Students will serve two hours of detention for the second day missed. Students will serve three hours of detention for the third day missed. Students will serve 4 hours of detention for the fourth day missed.

### **17. LEAVING THE BUILDING AT ANY TIME**

Students must have a parent-signed permission slip or have their parents call the school office and have class assignments arranged **before leaving the building.**

### **18. DRIVER'S TEST**

A student is allowed 1/2 day absence for taking their driver's test. Families are responsible for arranging transportation to drivers' tests, not students.

### **19. EXTRACURRICULAR ATTENDANCE POLICY**

Students absent from school for any part of the day except for pre-approved absences and medical or dental appointments will not be permitted to participate in extra-curricular events or practice that day. Chiropractor appointments must be pre-approved by the principal.

### **20. TARDINESS**

A student who is tardy to class must produce a pass from the previous teacher or from the high school office to be admitted to class. Any student who reports late for first block must report to the high school office prior to going to class. The following will result in an assigned tardy

- Late to class or unprepared
- If not in assigned seat with journal out, ready to write
- If not in assigned seat and looking at board for instructions to begin
- If not in assigned seat with folder and instrument
- If not in assigned seat and quiet when bell rings

5 or more minutes late to class without an excused pass will result in an unexcused absence.

Three tardies within a grading period will result in one hour of detention or other disciplinary consequence.

Failure to serve detention time when scheduled will be considered “insubordination” and will result in an unexcused absence and ISS hours will be served.

## **21. UNEXCUSED ABSENCE**

Students will receive zero participation points for the unexcused absence time. Assigned tests and work requirements will be expected to be turned in and will result in a 10% reduction in grade. Tests missed will be made up the next day and students must arrange with the teacher to take the test during non class time. If the student fails to follow these guidelines, individual teacher classroom grading policies will be in effect.

## **22. SCHOOL BUS POLICY**

1. School buses are provided for your safety and convenience. As a student you are responsible for your conduct on the bus at all times. The bus drivers are there to help you, so have respect for them.
2. When students will not ride their regular route bus due to illness or other reason, parents are required to contact their driver directly.
3. Buses leave **school** at 3:15. Students are expected to board the bus promptly after dismissal. Buses will not be called back. **Students should be at their morning bus stop a few minutes early. Bus drivers are not required to wait for students as this delays bus times for everyone.**
4. Students must use district provided transportation to and from their home school site for student activities, games, contests, etc. unless other arrangements have been made through the principal’s office prior to the event. Other arrangements for transportation are restricted to parents of the student involved or by following the extracurricular transportation policy.
5. All buses that are used for school sponsored activities must have an adult chaperone.
6. Failure to follow bus policy will result in disciplinary action, which may include suspension of the bus riding privilege.
7. Any student that has an address change that will change his or her assigned bus route must have the parent/guardian notify the school principal of the changes.

Students must have pre-approval from their parents and the principal before school non-scheduled transportation will be provided.

## **23. REVOKING BUS RIDING PRIVILEGES:**

The law clearly establishes that riding a school bus is a privilege and not a right. A student's riding privilege may be revoked for failing to obey the school district's bus discipline policy or for failing to demonstrate knowledge of school bus safety principles after receiving safety training. Districts are not required to provide transportation for a student whose riding privileges have been revoked.

#### **24. LUNCH PERIOD**

Greenbush/Middle River School has **closed** noon hour policy (except seniors). Unauthorized students leaving the grounds will be disciplined with a 2 day suspension. Students in grades 9-11 are not allowed to leave the school building without permission. Doing so will result in Out-of-School Suspension.

#### **25. HEALTH AND SAFETY EQUIPMENT**

All students who participate in physical education, science lab courses, and shop are required to wear safety equipment to prevent injury. This is especially true when students conduct chemistry experiments, use shop power tools and welding equipment. The equipment needed will be designated by the instructor and is required for health safety reasons.

#### **26. DRESS CODE**

Attire that violates the rights of others and/or disrupts the educational setting, including insignia and colors will not be tolerated.

Individuals are prohibited from wearing or carrying caps, headwear, bandanas, hats, coats, choppers/gloves in school except when they are arriving at, or departing from, the building. Individuals are further prohibited from wearing any attire, including jewelry, symbols or "colors" which signify or are likely to be interpreted as signifying membership in gangs, or offensive clubs to school or to indoor school sponsored activities, (i.e., dances, field trips, concerts, plays, etc.) Appropriate clothing may be worn in PE and shop classes.

Individuals are further prohibited from any manner of dress or personal grooming which presents a danger to health or safety, causes an interference with work, or creates classroom or school disorder. Such attire includes, but is not limited to: clothing with drug, alcohol or tobacco advertising; print or graphics which are sexually explicit or suggestive; representations which are sexually explicit or suggestive; representations which are inappropriate, offensive or demeaning to any group; clothing which is suggestive or inadequate in its covering...bare midriffs, low-cut tops, strapless or bare shoulders; oversized, baggy pants which can conceal objects; and pants worn below the waist or shirts which do not meet the waist.

#### **CONSEQUENCE:**

Removal from class, removal of such attire, covering up attire, possible dismissal or suspension.

#### **27. USE OF FACILITIES BY STUDENT GROUPS**

Any class or student group who wishes to use the school facilities after school hours must:

- secure the permission of their advisor
- advisor must agree to be in attendance

--must submit a plan to the administration that lists the time, chaperones, guests and/or decorations that are to be used during the activity. All events should be scheduled on the calendar in the administrative offices.

#### **28. FIRE DRILL**

The State law (H.S. 299 F. 30) requires that we periodically hold drills throughout the school year. When you hear the fire bell, stop whatever you are doing and proceed immediately in single file to your assigned exit. If that exit should be blocked by either smoke or fire, proceed in an orderly manner to the next available exit. Hurry but do not

panic. Do not waste time by waiting for a friend. When you reach the door, proceed across the street away from the building as instructed by your teacher. Stay clear of any fire hydrant and power lines.

**29. DAILY BULLETIN**

All students are responsible for information contained in the announcements. These announcements are official. If you are absent you must check the bulletins for any days missed. Bulletins are posted outside the high school office and on the school website.

**30. SCHOOL FEES**

Due to the special nature of projects in Family and Consumer Science, industrial arts, or art fees may be assessed to students to cover the cost of the materials used in the construction of the project. Projects can be taken home after the project is completed and the fee is paid.

Fees may also be charged when school equipment or material is lost, destroyed or broken through careless student use. The amount that is charged will equal the amount that is necessary to restore or replace the damaged item.

Fees are also charged for yearbooks, graduation announcements, letter jackets and class rings. These items must be paid entirely by the student.

Rental fees will be charged on all school instruments.

A fee of \$200.00 will be charged for Drivers Training Behind the Wheel.

A fee of \$75.00 per activity will be charged all athletes in grades 7-12. There will be a family limit of \$300.00 per year.

**31. ATHLETIC FEES**

Single admission fees to school events is \$4.00 for students and \$6.00 for adults.

Season passes to all regular season athletic events will be offered at the following rates:

Student Pass.....	\$25.00
Single Adult Pass.....	40.00
Family Pass.....	90.00

All passes are to be purchased for the entire school year from either school building office. All passes must be shown at the door or you will be expected to pay admission.

**32. ALCOHOL-TOBACCO-DRUGS**

No student shall possess, consume, or show evidence of having consumed alcoholic beverages, tobacco, tobacco products, vaping or e-cigarette paraphernalia, drugs, or other controlled substances, regardless of the amount, while in the school building, on the school grounds, or at a school activity. Any student who violates this rule will be subject to automatic suspension.

Violations of alcohol, tobacco or drugs rules by any student will be recorded. If such a student later joins an activity of the MSHSL, the violations will be considered as previous violations. These rules are in force all year, including summer months. Violations include: consumption, purchase, possession and association.

(Association will be defined as willfully attending a party where alcohol/drugs are served, riding in a vehicle which is found to have alcohol/drugs, attendance at any party or wedding without parental supervision where alcohol is served.) Incriminating photos that are signed and turned into the school by an adult will be investigated and acted



on accordingly. Additional photos of same individual turned in by an adult will be addressed by a single-event suspension.

Possession of Electronic Cigarettes and other drug paraphernalia (items which may be used for nicotine or drug usage) will result in a Drug violation.

Drugs that are prescribed by a doctor may be taken if the student has the medicine in a legal container with the pharmacist's label, prescription number and physician's name printed on it. Permission from the parents/guardians must also be secured. Prescription and over-the-counter medications must be in the school office.

### **33. CHEMICAL ELIGIBILITY**

**Category I Activities include all extracurricular activities.**

#### **1. First Violation**

Penalty:

After a violation has been determined, the student shall lose eligibility for the next three (3) consecutive interscholastic contests or three (3) weeks of a season in which the student is a participant, whichever is greater.

#### **2. Second Violation**

Penalty:

After a violation has been determined, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or (6) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. (See Bylaw 305.00-Ineligible Play, Use of)

B. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

#### **3. Third Violation**

Penalty:

A. After determination of the third or subsequent violations, the student shall lose eligibility for the next (12) consecutive interscholastic contests or (12) weeks of a season in which the student is a participant, whichever is greater.

B. If, after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks after entering program. Such certification must be issued by the director or a chemical dependency treatment center.

C. Recommendations:

It is recommended that the student be referred for assessment of potential chemical abuse, misuse, or dependency by a community agency or a professional individual outside the school.

#### **4. Accumulative Penalties**

Penalties shall be accumulative beginning with the student's first participation on a high school team or activity - 9th grade, "B" squad, Junior Varsity or Varsity - and continuing throughout the student's high school career. This accumulative rule is for both category I and II activities.

**CATEGORY II ACTIVITIES include all co-curricular activities such as music, drama, Knowledge Bowl, FCCLA, Homecoming royalty, Math League, Robotics.**

**First Violation**

A student will lose eligibility for the next two consecutive scheduled events or contest.

**Second Violation**

A student will lose eligibility for the next four consecutive scheduled events or contests.

**Third Violation**

A student will lose eligibility for the next eight consecutive scheduled events or contests.

\*A Pep Band performance would not be considered a scheduled event.

\*violations will result in loss of privileges for Homecoming and Sno Fest royalty for one year.

**34. STUDENTS WHO ARE 18 OR OLDER**

According to Minnesota Laws, the Greenbush/Middle River School Board requires students who are 18 years of age or older to adhere to the same rules and regulations which apply to students of younger ages.

**35. SCHOOL DISCIPLINE POLICY****STATEMENT OF POLICY**

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's education experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of all school personnel 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 statutes, state board of education regulations and this policy.

The following school board policies apply district wide. A teacher, school district employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

**RULES OF CONDUCT:** Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior and are subject to disciplinary action in the school district:

**1. Truancy and Unauthorized Absences**

As required by current statutes, regulations of the State Department of Education, and the Greenbush/Middle River School Board, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

Truancy for purposes of this policy, is the absenting one's self from school or class without the approval of the school.

If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

**2. Damage to the School or Personal Property**

Vandalism - Damage to or destruction of school property or property of others by students is vandalism.

Theft - Theft is the act of intentionally and without claim or right, taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making a reasonable effort to find the owner.

### **3. Physical Assault**

Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm or another.

### **4. Verbal Assaults**

Verbal assaults are abusive, threatening, profane or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, gender, sexual orientation, or physical or mental handicap.

### **5.. Threats and Disruptions**

Dangerous Threats - Threats to normal school operations or school activities including, but not limited to, the reporting of dangerous or hazardous situations or verbal or physical threats that do not exist are unacceptable behavior.

School Disruptions - Any student who disturbs or interrupts the peace and good order of the school or school sponsored activities will be subject to disciplinary action.

### **6. Dangerous, Harmful, and Nuisance Substances and Articles**

Weapons Policy - The school district and the school takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students.

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

Drugs - Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school sponsored activities or on school grounds at any time.

Use of Tobacco - Tobacco is prohibited on school property at all times. We are a Tobacco-Free School.

Harmful or Nuisance Articles - The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property are prohibited at school and school sponsored activities.

Laser Pointers – Students using laser pointers in the classroom or at other school activities will be removed from the class or contest.

### **7. Failure to Identify Oneself**

Failure to provide proper identification upon request of a staff member is unacceptable behavior.

### **8. Violation of any local, state, or federal laws is unacceptable.**

### **9. All of the following also constitute unacceptable behavior:**

- a. Willful conduct which materially and substantially disrupts the right of others to an education;
- b. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school;
- c. Or willful violation of any rule of conduct specified in this discipline policy.

**10. PERSONAL DISPLAYS OF AFFECTION:** Students are expected to conduct themselves as they would at a job or place of business. Excessive displays of affection are not appropriate in a school setting. This includes, but is not limited to, hugging, kissing, and excessive touching.

### **36. DISCIPLINARY ACTION**

When any student is referred by any staff member for violation of school rules the following Restorative Plan will be followed:

1. Restorative measure represents a philosophy and a process that acknowledges that when a person does harm, it affects the persons they hurt, the community and themselves. When using restorative measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone. By applying restorative measures in schools, school personnel have another tool to use with children and youth to repair harm and teach problem solving skills.
2. Restorative practices guide teachers to teach children self-control through an understanding of personal needs, the use of problem solving skills and an expectation that children and adults can make amends – restitution – for the harm that they cause.
3. An offending student is given the opportunity to participate in a restorative process as a means of making things right for victims and the school community. Restorative approaches can be used either in place of traditional discipline (detention, suspension, expulsion...) or as a re entry tool upon re entry from traditional discipline practices.

Models of Restorative justice include

- Peace making circles – group of individuals address issues in school.
- Restorative meetings – wrongdoing occurs; classroom discusses impact on fellow students and school community.
- Conferencing – conversation among people affected by behavior to explore the harm and how individuals were affected and how to repair the harm with a plan.

STEP 1:

1st Offense - Parents will be contacted if the principal judges necessary. Student will be removed from class where offense occurred for ISS.

STEP 2:

2nd Offense – Additional violations would result in additional time consequences and parental involvement.

Any further offenses will follow the Pupil Fair Dismissal Act including all due processes by the law.

In case of severe violations involving safety or willful disruption, the principal may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case by case basis.

### **37. REMOVAL FROM CLASS**

Is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. Student shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision shall ultimately be up to the principal. A removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to him/herself or to persons or property around him/her. The length of time of this removal shall be at the discretion of the principal after consulting with the classroom teacher. Students shall be returned to class upon completion of the terms of removal established at the informal conference including but not limited to the completion of any make-up work.

### **38. SUSPENSION**

Is the short-term exclusion of a student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act of 1974 as amended.

Copies of this policy together with the Pupil Fair Dismissal Act of 1974 are available in the school office. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974.

Parents shall be notified by phone or in writing of violations of the rules of conduct and resulting disciplinary actions by first class mail in cases of removal from class or suspension for more than one day except as provide otherwise by the Pupil Fair Dismissal Act of 1974. Students shall be notified of violations to the rules of conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974.

Parents, guardians, and staff members are encouraged to consult the principal concerning student behavior problems or the possibility of providing special education services.

### **39. SEXUAL, RACIAL, AND RELIGIOUS HARASSMENT POLICY**

Everyone at District #2683 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

COMPLETE POLICIES ARE AVAILABLE AT BOTH SCHOOL OFFICES.

### **40. INCLUSIVE EDUCATION POLICY**

(Multicultural, Gender-Fair and Disability Sensitive Curriculum Plan)

School District #2683 of Greenbush and Middle River, in order to assure that curriculum developed for use in district schools establishes and maintains an educational program in which students and staff gain an appreciation and understanding of;

-The cultural diversity of the U.S. and reflects the wide range of contributions by the roles open to Americans of all races and cultures.

-The historical and contemporary contributions of women and men

To society and reflects the wide range of contributions by, and roles open to, American men and women

-The historical and contemporary contributions to society by disabled persons and reflects the wide range of contributions by, and roles open to, disabled Americans.

Special emphasis will be placed on African/Black American, American Indians/Alaskan Natives, Asian/Pacific Americans, and Hispanic Americans, as specified in the Minnesota State Board of Education Rule Part 3500.0550, subpart 1.

### **41. LOCKER SEARCH POLICY**

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

may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable 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 police or school officials.

### **42. COMPUTER POLICY**

1. Students must review Responsible Use Policy each year.
2. Signed RUP must be on file
3. Consequences for violations are stated in RUP.

### **43. DIRECTORY INFORMATION**

Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.

#### **44. TESTING OUT POLICY**

A student may test out of a course if he or she is able to demonstrate prior knowledge and mastery of the course outcomes. Each department determines the appropriate assessments and acceptable level of performance. A student may not test out of any course in which they are currently enrolled. Testing will occur twice a year. All applications for testing must be completed prior to semester start dates. Applications are available with the High School Principal and the Guidance Counselor.

#### **45. ON-LINE LEARNING POLICY**

A student may take classes on-line for credit. Students wishing to take on-line coursework need to complete an application and receive approval 30 days prior to enrolling in the class. Credit will be given upon completion of the course. Students will need to provide a transcript with documented letter grade.

- On-line class work needs to be taken during a school term to allow seat time for completion of on-line class requirements.
- When the district offers a college in the high school (CIHS) course students are required to take the (CIHS) course and may not substitute for another on-line course to replace the school requirement.
- Students must meet the district GPA requirement of 3.2 or the provider's requirement in order to register for an on-line class.
- No more than 50% of students full schedule of courses per/semester can be on-line courses.
- Students will be assisted with current district approved programs. All other course work must be researched and initiated by the student and pre-approved by the district prior to taking the course.
- Students may request that college level course work completed independent of school district be added to student's official transcript.
- To maintain authenticity of the on-line course and course objectives students need to be accountable for their work to their on-line teacher. Therefore, staff will not assist with editing or correcting work that students have with their on-line courses.
- On-line classes may be used for credit make up when pre-approved by district committee.

#### **46. STATE TOURNAMENT POLICY:**

All students will be excused to attend with parent approval when our team is competing. When our school team is not participating, students who participate in a sport will be excused to attend the state tournament in that sport with an approved adult.

#### **47. PERSONAL ELECTRONIC DEVICES POLICY:**

Personal electronic devices such as e-readers, phones, MP3 players, notebook computers and other tools will sometimes be used during learning activities. Students are expected to follow each teacher's rules about when and how electronic devices will be used in the classroom. Unapproved use will result in confiscation.

1<sup>st</sup> offense: Confiscated items will be returned to parent at the end of the day

2<sup>nd</sup> offense: Confiscated items will be held in school office for 5 school days

3<sup>rd</sup> offense: Confiscated items will be held in school office for 8 school days

#### **48. DRUG SEARCH POLICY:**

Canine drug, alcohol and weapon searches will be administered during the school year. Students found in possession will be turned over to law enforcement. Student discipline reports will be sent on all students identified during a search.

#### **49. ACADEMIC LETTERING POLICY:**

Students will be allowed to letter for an average GPA according to their grade in school as stated in the below chart. This GPA would be a cumulative average of numerical class grades throughout the year. Academic reward cards will be distributed and handled by the Student Council. These cards will be distributed along with the academic letters at the Spring Awards program.

Grade 9 – 3.8 cumulative GPA

Grade 10 – 3.7  
Grade 11 – 3.6  
Grade 12 – 3.5

**50. LOCKDOWN/EVACUATION DRILL:**

State law requires that we conduct at least 5 periodic drills throughout the school year. Drills will include room lockdown procedures as well as building evacuation.

**51. STUDENT COURSE TRANSFER/DROP POLICY:**

Students may be assigned to classes which will meet their academic needs based on their test scores. In order for students to transfer out of these assigned classes a parental request is necessary.

**52. SPECTATOR BUS POLICY:**

A spectator bus may be offered during regular season games providing the following are met:

- 1) One bus offered per sport.
- 2) All transportation costs must be covered by fees charged to riders.
- 3) Students 8<sup>th</sup> grade and below must be accompanied by a parent or guardian.
- 4) Administration will determine whether spectator buses will be offered for playoff contests.

**53. CREDIT RECOVERY POLICY:**

Students who fail required courses in grades 9-12 will be expected to repeat the course on site at least once unless it conflicts with other required course work. If the student is unsuccessful the 2<sup>nd</sup> time they will be given the opportunity to complete a school approved online credit recovery course. This class will be a 60% or higher pass/fail class to complete course requirements for graduation. Transfer students short on required credits may use this opportunity to complete requirements if schedule does not allow opportunity for completion of the course requirement.

**54. STUDENT DRIVERS:**

All students who drive to school are expected to park in the back parking lot. You must park between the appropriate lines in the lot. Students must not park in front of dumpster or next to the school building.

**55. ACADEMIC POLICIES – POST SECONDARY ENROLLMENT OPTIONS (PSEO)**

PSEO is a state program for public high school juniors and seniors that allow students an opportunity to complete some of their high school requirements by taking select courses at a participating college or university. Students need to meet test score and class rank requirements. The college institution determines the acceptance of students.

PSEO students will need to meet the required course work and credit requirements from Greenbush-Middle River High School in order to earn a diploma from Greenbush-Middle River School.

Developmental and remedial courses will not be accepted for high school credit.

PSEO students will need a total of 28 credits to receive a diploma from Greenbush-Middle River High School. Students must complete 4 PSEO college credits to earn 1 high school credit.

PSEO students need to arrange for their transcripts to be sent to Greenbush-Middle River High School as promptly as possible.

PSEO students will need to read daily bulletin for updates about any activities. They will be included on mailing lists with their classmates.

PSEO students will be responsible for the policies and procedures at their PSEO College.

PSEO students may take part in the Greenbush-Middle River High School graduation exercises. If students want to participate, they must notify the school by April 15.

PSEO students will not be considered for class rank and are not eligible to speak at graduation ceremonies.

PSEO students will follow the student handbook of the Greenbush-Middle River School.

**56. VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION:**

Greenbush/Middle River School District #2683 offers a variety of vocational opportunities through the Business Education, Industrial Technology and Family and Consumer Science Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

**Section 504 Coordinator and Title IX Coordinator:**

Sharon Schultz, Principal  
401 Park Ave  
PO Box 70  
Greenbush, MN 56726  
Ph 1.218.782.2232  
Fx 1.218.782.3141

A complete list of all course offerings including career and educational technology courses is available from the Academic Advisor as well as on the Greenbush/Middle River webpage: [www.middleriver.k12.mn.us](http://www.middleriver.k12.mn.us)

**57. DISCRIMINATION POLICY:**

Greenbush/Middle River School District #2683 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

**Human Rights Officer:**

Larry Guggisberg, Superintendent  
Greenbush/Middle River School District  
401 Park Ave  
PO Box 70  
Greenbush, MN 56726  
Ph 1.218.782.2232  
Fx 1.218.782.314

**58. INJURY INSURANCE**

The district does not insure students or other individuals against financial loss due to accidental injuries. The Board of Education accepts no responsibility for medical costs or any other costs resulting from an accidental injury to a student on school property or in a school owned vehicle. Parent(s) or guardian(s) are expected to have sufficient health/hospitalization insurance to protect the parent(s) or guardian(s) from financial loss. Where there is alleged negligence on the part of the School District contributing to an injury to a student or to any other individual, a claim will have to be filed with the School District's general liability insurance carrier. All such claims against the School District must be found valid by the insurance company or an appropriate court of law before a settlement of the claim can be made.



