

ALBANY AREA JUNIOR HIGH SCHOOL

STUDENT HANDBOOK

2013 - 2014

Daily Class Schedule

The school building is open from 8:00 a.m. to 3:45 p.m. Students will remain in the Commons until 8:00 a.m. Classes meet from 8:21 - 3:05.

REGULAR SCHEDULE

BLOCK 1: 8:21 - 9:46

Period 1 8:21 - 9:02

Period 2 9:05 - 9:46

BLOCK 2: 9:50 - 11:15

Period 3 9:50 - 10:31

Period 4 10:34 - 11:15

BLOCK 3: 11:19 - 1:14

Period 5 11:19 - 12:01

Lunch 12:01 - 12:32

Period 6 12:32 - 1:14

HOMEROOM: 1:18 - 1:36

BLOCK 4: 1:40 - 3:05

Period 7 1:40 - 2:21

Period 8 2:24 - 3:05

EARLY DISMISSAL

BLOCK 1 8:21 - 9:12

Period 1 8:21 - 8:45

Period 2 8:48 - 9:12

BLOCK 2 9:15-10:06

Period 3 9:15 - 9:39

Period 4 9:42 - 10:06

BLOCK 4 10:09-11:00

Period 7 10:09 - 10:33

Period 8 10:36 - 11:00

BLOCK 3: 11:03 - 11:55

Period 5 11:03 - 11:27

Period 6 11:30 - 11:55

Lunch 11:55 - 12:20

ASSEMBLY DAY SCHEDULE

BLOCK 1 8:21 - 9:36

Period 1 8:21 - 8:57

Period 2 9:00 - 9:36

BLOCK 2 9:39-10:54

Period 3 9:39 - 10:15

Period 4 10:18-10:54

BLOCK 3 10:57 - 12:44

Period 5 10:57 - 11:34

Lunch 11:34 - 12:04

Period 6 12:04 - 12:44

ASSEMBLY: 12:49 - 1:49

BLOCK 4 1:49 - 3:05

Period 7 1:49 - 2:26

Period 8 2:28 - 3:05

LATE START

BLOCK 1 10:21-11:21

Period 1 10:21 - 10:49

Period 2 10:52 - 11:21

BLOCK 3 11:24 - 12:54

Period 5 11:24 - 11:54

Lunch 11:54 - 12:24

Period 6 12:24 - 12:54

BLOCK 2 12:57 - 1:57

Period 3 12:57 - 1:25

Period 4 1:28 - 1:57

BLOCK 4 2:00-3:05

Period 7 2:00 - 2:30

Period 8 2:33 - 3:05

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After School Hours

Students are expected to leave the school building promptly at dismissal each day. Students are allowed to stay in the building only if they are supervised directly by a staff member. Students should wait in the Commons area to be picked up when done with after school activities.

Health & Emergencies:

ILLNESS: Students who become ill or who are injured during the school day will come or be brought to the health office. If it is determined the student is too ill/injured to return to class, a parent (or an individual designated by the parent) will be called.

Students and parents must complete and return our Emergency Information Form. Please keep this information current by notifying us of any changes.

MEDICATIONS

1. Only prescribed medication 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. Pharmacists will provide you with an extra labeled bottle for use at school at your request.
3. Medication is administered to the student at the designated time under the supervision of authorized school staff.
4. When medication dosage or time changes, the nurse will assist you to obtain a revised medical order from your physician.
5. Parents or guardians are responsible for notifying the school nurse if there is a change in the medication or dosage.
6. 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.
7. Parents may bring medication to school for their child and administer it when there is no medical order on file.

IMMUNIZATIONS:

Minnesota State Law requires verification of immunization records in order to enroll students or continue their attendance at this school. The purpose of this immunization law is to prevent or minimize the spread of infectious disease.

INSURANCE:

Our school district does not carry accident or health insurance to cover our students. Parents may buy accident insurance for a child who participates in our school's extracurricular activities. Currently, the firm Student Assurance Services Inc., is our vendor for this optional accident insurance. If you have questions about this coverage, please contact our athletic director, (845-2171 ext. 5303).

Our School Rules & Regulations

All students are expected to:

1. Be in school every day unless you are ill or a serious emergency occurs. The school can effectively educate only students who are in attendance. See also participation in activities and student attendance.
2. Be on time for and be in all your classes with your class materials. Students who are late to class will be recorded by their teacher as tardy. [Three classroom tardies will result in a written discipline report to the principal; a subsequent tardy will also result in a written report as well as tabulation on that quarter's report card.]
3. Show respect for and follow the requests & directions of teachers and all other supervisors. Teachers and other supervisors have the right to make reasonable requests of our students. Students who fail to follow all such requests will be considered insubordinate.
4. Stay in the building and/or on school grounds during all school hours. Students are not allowed to leave school grounds without permission from our office. "Signing out" when leaving during the school day is required. Students do not leave their classrooms without permission of the classroom teacher.
5. Follow all school bus rules. Safety of all bus riders requires good student conduct on the bus. See our bus rules.
6. Avoid any damage or destruction to any other student's personal property, or to any school property. Theft is a gross violation of the rights of others.
7. Keep our school clean and neat. Littering, writing on walls, desks, lockers, or bathroom stalls is not acceptable behavior.

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

9. Respect the right of all other students to their education and to their participation in activities. Any threats to, or the false reporting of such threats, or which cause any disruptions to our normal school operations, or to any school activities, is unacceptable. Disciplinary actions will be taken against any persons who are determined responsible. We expect our students to use school equipment in a safe and normal manner. Fire alarms, ceiling tiles, smoke detectors, sprinklers, and any security cameras are all considered as "do-not-touch" items for students. Student abuse of any computers, printers, and/or any AV equipment used in instruction/administration will result in disciplinary consequences.

10. Leave your personal radio, digital video or camera, ipod, mp3 player, tape recorder, beeper, or cell phone* at home. Cell phones are not to be used at any time from 8:00 - 3:05 unless you are requested by a teacher to bring one for a class purpose.

11. Have a PASS from your teacher/supervisor if you need to be out of your scheduled classroom or away from your learning station. Students are expected to be in their classrooms, and not in the hallway, nor at their lockers, etc., during class time.

12. Maintain a safe school environment for learning for yourself and others. Dangerous, harmful, or nuisance articles are prohibited from our school environment. Included among those items are the following:

(A) Alcohol and other mood altering drugs: Student are prohibited from using, possessing, distributing, or being under the influence of alcohol, narcotics, or other mood altering drugs at school, and/or at school-sponsored activities.

(1) The first violation of this rule will result in suspension (in or out of school) for two days. Students who participate in extracurricular activities and who have signed the Minnesota State High School League (MSHSL) agreement not to use chemicals will be suspended from play for a period of two games, or two weeks, which ever is longer. A student will be expected to attend all practices. A student will complete an "Insight" program with a chemical health educator. As required by the State law, the school will notify law enforcement of this violation. The school will receive notice from law enforcement of any out-of-school violations.

(2) A second violation will result in four days of suspension from classes. A chemical assessment may be required by the principal based upon information from the chemical health educator. Our school will also notify law enforcement of this violation. If a student is a member of school activity, the second violation will result in suspension from the next six consecutive contests.

(3) A third violation will result in further disciplinary action for repeated disregard of school rules, which could include exclusion or expulsion for the balance of the school year as determined by the school board. A student in an activity will be suspended from the next twelve consecutive contests.

[Special note: Violations are cumulative from junior high grades 7-8 into senior high school., grades 9-12.]

(B) Tobacco products: The possession of, the use of any type of tobacco product by a student, and/or the use of such on our school grounds, or at any school-sponsored activities is prohibited.

(1) The first violation of this rule will result in suspension for two days. Students in extracurricular activities who have signed the MSHSL agreement not to use tobacco products will be suspended from play for a period of two games or two weeks, whichever is longer. A student will be expected to attend practices. A student will complete a tobacco education program with a chemical health educator. The school will notify law enforcement of any violation.

(2) A second violation will result in four days of suspension. A chemical assessment may be required by based upon information from the chemical health educator. The school will notify law enforcement of this violation.

(3) A third violation will result in further disciplinary action for repeated disregard of school rules, which could include exclusion or expulsion for the balance of the school year as determined by the school board. A student in an activity will be suspended from the next twelve consecutive contests.

(C) Harmful/Nuisance Articles: Our students are prohibited from use and/or possession of articles that are nuisances, illegal, or which may cause harm to persons or property while at school or school-sponsored activities. See also: Weapons Policy.

Student Discipline Policy:

Disciplinary action may include one (or more) of the following actions: Detention, Loss of School Privileges, Parent Conference, Modified School Program, Removal From Class, Suspension (in-school or out-of-school), Exclusion, and Expulsion. All

student 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 revised 2004, and amended." Information is provided below which summarizes this Acts.

A. Detention: A detention period will be scheduled for students who have incurred any unexcused tardiness, unexcused absences, or other causes for discipline. The student's failure to report, as scheduled, to assigned detention may result in disciplinary action.

B. Suspension: Action taken by administration to prohibit a pupil from school or attending classes for a length of no more than ten days. Suspension may be either in-school (ISS) or out-of-school (OSS). Students on ISS or OSS may not participate in school sponsored activities on the days suspended

C. Expulsion/Exclusion: Actions taken by the school board to prohibit an enrolled pupil from attendance.

D. Removal from class means any action taken by a teacher, principal, or other school district employee to prohibit a pupil from attending class for a time not to exceed three (3) class or activity periods.

1. Grounds for Removal

- a. Conduct which disrupts the rights of others to an education.
- b. Conduct which endangers district employees, the student, other students, or property of the school.
- c. Violation of any rule of conduct established in our discipline policy adopted by our school board.

2. Procedure for the Teacher to Remove Pupils from the Classroom.

- a. When circumstances require, students shall be removed from class upon agreement of the teacher and principal after an informal conference with the student. Immediate removal may be imposed without an informal conference where it appears the student will create an immediate and substantial danger to self, others, or property.
- b. The time of the removal from class shall be at the discretion of the principal after consultation with the teacher.

c. A written disciplinary report shall be submitted by the teacher, or employee, within 24 hours of the removal of any student from his/her class.

3. Reasonable Force

A teacher / school employee may use reasonable force when it is necessary to restrain a student or to prevent bodily harm to another. [Article 6, Chapter 489 Omnibus Education Act.]

E. Students and parents shall be notified of any violation of rules of conduct which result in disciplinary actions, except as provided otherwise by the Pupil Fair Dismissal Act of 2004.

Student Guests and Visitors

Students may on occasion be allowed to invite a guest to attend school with them. Students must first request a "Visitation Permit" from the junior high school office and have 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 or private district.

Physical Education

Students may be excused from Phy. Ed. Class due to illness or injury if the student presents one of the following in writing:

1. Doctor's excuse -- This note must include the time for nonparticipation, list any activities the student may participate in and must be signed by the doctor.
2. Parental excuse -- This is valid for one class meeting in a case where the student has just returned to school after an illness, accident or 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 teacher. It is further understood that an excused absence from physical education means the student will not participate in after school activities. We expect every student to dress in their PE uniform for every PE class. A P.E. uniform is bought by paying \$17 in the school office.

Swimming Program Policy

No jewelry is allowed in the pool area. Only certified staff, lifeguards and educational assistants will be permitted in the pool area while students are swimming. All individuals who are not involved in direct instruction with students

will observe from the observation deck after signing-in at the Junior High Office and receiving a guest pass. Swimsuits will cover an appropriate amount of the body. If there is a question about 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 P.E. Curricula. Failure to fulfill this requirement will result in a non-passing / failing grade for that unit. Medical exceptions will be handled on an individual basis.
Board Policy April 5, 2006

Academics

Our Advancement Policy

Students in junior high are expected to earn passing grades in all classes which are required in our Junior High school program. Grades for block and split-block classes are computed and recorded quarterly. Final grades for any classes that are 4.5 weeks in length are issued at mid-quarter and reported at the quarters end.

Core subjects: Math, Social, Science, and English.

Non-core subjects: Art, FCS, Tech Ed. Keyboarding, Word-Processing, Band, Choir, Health, Physical Education, and World Language.

If a student fails a core subject, the subject will need to be repeated during the school year, or be made up in a summer school program, or night school program. Failure for split block classes (English & Math) will be determined by averaging the quarter grades for that semester.

All students will be expected to pass, and thereby accumulate five units of non-core subjects each year. All non-core subjects are given one or one-half unit per subject:

PE 7,8 (1/2 Qtr.)	.5 unit	Health 7/8	.5 unit
PE 7,8 (One Sem)	1.0 unit	Tech Ed 7, 8	.5 unit
Art 7	.5 unit	FCS - 7	.5 unit
Keyboarding-7	.5 unit	Choir 7.8	.5 unit/qtr.
Band 7, 8	5 unit/qtr.	World Language	.5 unit
Art 8	1.0 unit	Word Proc. 8	.5 unit

Report Cards:

Report cards are issued at the end of each quarter. The purpose of the report card is to inform the parents/guardians and each student of their academic progress.

At Albany Area Junior High School we use the A-B-C-D-F-I method of marking along with the plus (+) and minus (-).

A-B-C-D-F Grades:

The "A" grade denotes genuine intellectual interest and superior achievement in meeting the various course / subject learner outcomes. The student achievement indicates ability in learning and a spirit of real scholarship. [A = 4.0; A- = 3.67]

The "B" grade denotes evidence of a real awakening of intellectual interest. Student work indicates more than average achievement in achieving the complete learner program. [B+ = 3.33; B = 3.0; B- = 2.67]

The "C" grade denotes the learner outcomes have been met on a satisfactory level as required by the teacher. [C+ = 2.33; C = 2.0; C- = 1.67]

The "D" grade indicates the student is working below an acceptable level; the student minimally passes the subject/class. Additional effort is required. [D+ = 1.33; D = 1.0; D- = 0.67]

The "F" grade indicates the student has not satisfactorily completed assigned work and was not working up to his/her ability. The student did not complete or turn in required assignments, and/or did not prepare for tests, and/or failed to demonstrate expected participation in the learning process. [F = O]

An "I"(Incomplete) grade in any subject at the end of a marking period will be considered to be the same as a failure until the expected work is made up. A teacher will issue an incomplete at the end of the grading period only if one or more satisfactory reason(s) exist for providing extended time for a student to complete the class work due. A student may be allocated a maximum of ten days, except at the end of the 4th quarter, from the last day of the marking period to make up the work and to receive a grade, subject to the principal's decision. End of 4th quarter: maximum = 5 calendar days.

Targeted Services and Zeros Aren't Permitted (ZAP) Programs

These programs are in place to help struggling students progress towards academic achievement. Both programs are held on Monday and Wednesday after school from 3:15 - 4:15. Students and parents will be contacted if they will be required to attend the Targeted Services program. The ZAP program is in place for students who fail to complete class assignments. Teachers may ZAP a student requiring him/her

to stay after school on the next Monday or Wednesday. Parents will be contacted.

Student Information On-Line

Our school provides on-line information to parents who sign-up for the service. Parents may access progress reports, grades, attendance, parent demographics and lunch account information online. Parents need to have an "ID" and a "password" to access such information. Passwords are not given out over the telephone or by e-mail; "lost" or forgotten passwords require a personal visit to the school office. See the office secretary for details.

Homework

Students are given clear and very definite time lines to have teacher-assigned work done so the student and teacher are able to continue with new learning or, when necessary, relearn topics. An agenda book is given to students to enable them to write down their daily class homework. Students are responsible for their work. When students have not done their work, parents may expect contact from the teacher apprising them of this fact and that the student may be staying after school that day. We will make a major effort to inform parents. Parent cooperation and support is expected so students do not fall behind in their essential schoolwork.

Honor Roll

Any student who maintains a 3.0 grade point average or better is eligible for our "Honor Roll" each quarter. Our list of honor students is published after each quarter grading period ends and is shared with the local newspaper as directory information. All classes are included in the honor roll calculation. Classes that do not meet every day of the week or for only part of a block receive a proportional lesser value in calculating the student's grade point average.

Students who have an incomplete at the end of the quarter are not eligible for the Honor Roll until the incomplete grade has changed to a final grade. At such time, if the student qualifies with the 3.0 (or better) g.p.a., they will be added to the quarter list of the Honor Roll.

STAR Program

Our Star Program recognizes students who meet the following qualifications in each of their classes each quarter:

- 1) Arrives on time for class.
- 2) Comes to class with all appropriate materials.
- 3) Completes and turns in assignments on time.

4) Demonstrates appropriate participation in class/classroom.

5) Shows respect to self and others.

6) Has received no written disciplinary report during the current quarter.

7) Participates in all teacher-designated activities during Homeroom.

All classes, are weighted equally and will count one star per class for students. Students who do not meet the criteria listed above and receive two checks from each of two classroom teachers will not qualify for STAR for the quarter.

All students who qualify as a "STAR Student" have the opportunity to participate in a fun activity at the end of each quarter. All STAR activities are held from approximately 11:15 a.m. - 2:30 p.m. Any student who chooses not to participate in, or does not qualify for the STAR, is expected to be in attendance at school.

A.S.K.

Assistance to Students for Knowledge is our peer-tutoring program available to any junior high student who needs help improving his/her grades, or understanding subject material. A student will meet with his/her tutor at least one hour per week. Each tutor attends a minimum of one training session and works closely with the ASK coordinator. Students should see their counselor for enrollment in this program. Any student (or parent) may request ASK help.

U.S. Presidential Academic Excellence Award

This recognition award consists of a small pin and a certificate signed by the President of the United States, the Secretary of Education, and the Principal. The awards are given to students who are completing junior high school. Students must fulfill criteria listed below to qualify for the Presidential Academic Fitness Award.

Grade Point Average = A-average or better. The A-(or better) average is composed of the fall semester of the 8th grade and all the seventh grade year. It is equivalent to a 3.6+ on a 4 point scale.

Recognition of Outstanding Attendance

Recognition is given to our students who achieve "Perfect" and "Exemplary" attendance. We award special certificates to these students at our awards program on the final day of the school year. A "Perfect Attendance Award" is for students who have attended every school day of this year. An "Exemplary" award is for students who have missed no more than one half-day of school. Students excused due to school activities are not considered absent in determining the attendance awards.

School activities include athletics, music, and class field trips. It does not include any church activities, lessons, family trips, or attendance at state tournaments except as a participant.

School Supplies

Students are required to furnish their own paper, pencils, pens, notebooks, calculators, graph paper, gym suits, athletic shoes, and any other items of a personal nature. A list of supplies is provided in a letter to incoming seventh graders during the summer.

Fees

Public school education is free to all students who are residents of MN. However, a student may be charged a fee under the following circumstances:

1. A project in Art, Family Consumer Science, Technology Education or other courses, which is more than the material requirements of the minimum course outline, provided the student elects to do such a project with the approval of the instructor.
2. To pay for the cost of school equipment and/or materials destroyed, broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item(s) to usable. "The school will also charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students." MSA 120.101
3. Admission fees for school concerts, plays, athletic events, and other programs or activities at which the student may attend at his/her option.
4. Any fees which are unpaid within 30 days of the end of the school year may be collected through an action in small claims court. This procedure is in accord with and governed by the Minnesota Public School Fee Law, MSA 120.71-120.76.

Lunch

Our students may buy lunch credits for their account before school each morning. Please bring your lunch payment to the a la carte window after 8:00 a.m. Students who bring their own lunch may buy optional items.

We expect the behavior of each of our students in our cafeteria shall be based on respect for others. This means not bothering anyone else and leaving your eating area in a neat, clean condition. Students are to remain in our Commons until they are excused by the noon supervisor(s). Never are students allowed to take food or drink out of the lunchroom. Students may not leave the school grounds to buy / eat lunch, or to have lunch "ordered in.

Our soft drink and snack machines are turned off during the noon lunch period as required by our school's participation in the Federal school lunch program. [Parents may access lunch account information on-line if they sign up for on-line access. See the office secretary.]

Daily Bulletin

A "Daily Bulletin" is provided to every teacher generally within one hour after first block starts each school day. It is read to our students during second block. This bulletin lists official communications and news of significance. Students are held responsible for the communications in this bulletin. Student notices intended for this bulletin should be written and given to the principal's office by or before 8:30 a.m. The day the announcement is expected to be made. A printed copy of our bulletin is posted daily.

Student Lockers & Combination Locks:

Student lockers are school district property and are provided only for student use. Never does the school district relinquish its exclusive control of lockers provided for the use of our 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. Personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion the search may uncover evidence of a violation of law or school rules. When practical after the search of any student's personal possessions, 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. Student hall lockers should only be used to store textbooks, school materials, coats, or outdoor garments. Students who switch lockers, or their combination locks, without permission from this office are subject to the forfeiture of their lock(er) privileges. Any lock(er) malfunction or damage of any kind should be reported immediately to the office. Each student may also have a small locker in the respective P.E. Locker rooms for storing "gym" clothing. You will receive a school combination lock for use on each of your lockers. **We strongly recommend students do not keep money or valuables in lockers!** You are also responsible for your combination lock; loss of it requires a payment to the school of five dollars.

Appropriate Dress Required

Appearance and dress are to be in good taste always. Extremes in dress are not considered appropriate. Student dress which disrupts or distracts from teaching

or learning 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.

Academic Eligibility Code for Student Extra-Curricular Participation

Participation in extracurricular activities is a privilege extended to all students who meet the academic standards of eligibility set by the Albany Area School Board. We expect students participating in any of these activities will be doing passing work at "C- grade or better" in all their subjects, and that on the day of a game or performance will have been in school (attendance) for a minimum of two blocks. In the event a student is not at the level of passing work, the following action(s) will be taken:

(1) "Progress Reports" may be issued at any time during a quarter the teacher observes the student is not doing passing work. Progress reports which indicate a grade below a C- shall be sent to the custodial parent(s). The principal, or his designate, will conference with the student so cited and provide him/her with a copy of the written notice of "Academic Probation." Students are encouraged to arrange for two hours a week of tutoring before or after school from a teacher or an ASK tutor during any probation period.

(2) Within one school week (5 days) after the issuance of notice of academic probation, the student must take his/her notice to his/her teachers who will "sign-off." This will indicate satisfactory "passing" ("C-" or better) or that no positive

change was observed. If the report does indicate "passing," probation ends. If the written report indicates an ongoing academic failure, ineligibility begins.

(3) During the probationary period, the student is encouraged to continue to participate in practice, contests and performances if s/he chooses.

(4) Ineligibility: Any student with a grade of D+ or below after the probationary period will become ineligible. He/She will be required to attend targeted services for one week (Monday and Wednesday) and will not participate in the next contest or performance. The student may still practice. The teacher sign-off sheet must be returned. If any grade remains a D+ or below, he/she will be required to continue attending targeted services and will not be allowed to participate in contests or performances until all grades are above a D+ and all teachers have signed off.

(5) Failure at the end of a quarter results in two weeks of ineligibility if a previous probationary period has been served. If a student has not previously been on probation, a two week probationary period will be issued.

Two weeks into each quarter and two days before checking grades office personnel will e-mail staff reminding them to have all grades updated in JMC. Office personnel will check grades administratively through JMC and inform students of their one week probationary period and give them the grade check off sheet. During probation students may practice and compete in events. After one week, they will present the grade checkoff sheet to all teachers. If any grade is still below a C-, they will be ineligible for one week. While ineligible, students may practice but not compete in events. During this week, they will be required to meet with the teacher of the class or classes and make a written academic plan for improvement. They will also be encouraged to set up a tutor through their counselor. Ineligibility will be on a week to week basis. If a student becomes ineligible for a second time in a quarter, they will not be allowed to participate in extracurricular activities for the remainder of that quarter.

Students on an Individual Education Plan (IEP) will have their eligibility determined by the Student Assessment Team (SAT).

Board Approved 11-10-2010

Co-Curricular Activities

We are the "Huskies" and our school colors are purple and white. Under the direction of the district athletic director, and the Principal, students in Albany Area Junior High School have the opportunity to participate in the following activities:

Cross Country (Fall): boys/girls	Football (Fall): boys
Volleyball (Fall); girls	Swimming (Fall): girls
Wrestling (Winter): boys	Basketball (Winter): boys
Basketball (Winter): girls	Dance Team(Winter): girls
Baseball (Spring): boys	Softball (Spring): girls
Golf (Spring): boys & girls	Track (Spring): boys & girls
Speech (Fall,Winter): boys/girls	Drama(Fall, Spring): boys/girls

Sports Physicals

A physical is required of every 7th grade student, and any 8th grade student new to our school, who will be in any extracurricular sports. If you are in 8th grade this school year and had an athletic physical in the last school year, it is not necessary to have a physical for grade nine. "Approval by Physician for Participation" is the form that can be obtained from our school office or our web site. It must be completed by a physician and returned to the school office before any active participation is allowed.

Emergency Procedures: Fire Drills, Tornado drills and Lock Down drills

According to state law, Albany Junior High School will conduct 5 fire drills and 5 lockdown drills throughout the year. Drills will be announced and unannounced by administration and custodial staff.

School Closings:

The unexpected late opening of school, or an unscheduled closing due to any weather condition, emergency, or other unforeseen situations will be announced over KASM, WJON, and various television stations. You may also request to be placed on School Reach for notice of schedule changes. This allows you to be notified by electronic telephone message.

Student Council

Albany Area Junior High School has a Student Council composed of a President, Vice-president, Secretary-Treasurer and elected representatives from each Prime Time group. The Student Council holds regular meetings, and may hold special meetings as called by the president and approved by the advisor(s). A student may

be elected to the Student Council if he/she is eligible according to the rules of the Minnesota State High School League and if the student meets our academic standards. These standards include academic fitness and a superior disciplinary record. Once elected, anyone in violation of these standards may be removed by the Principal. Student Council sponsors and organizes student dances, the student agenda book, Spirit days/week, and special events and other programs for our students and teachers.

Guidance / Counseling

Our counselors will endeavor to assist any student with any educational, personal, vocational questions and any general concerns. Appointments are easily made and students will be excused on a written pass from class or study hall to the counselor. Passes must be acquired ahead of time and students are not allowed to wait in the counselor's office during class time without an appointment.

Registration Procedure

Registration for the next school year will be conducted around the close of the first semester and beginning of the second semester. We strongly encourage students and parents to read, study and review our annual Curriculum Summary Guide and to discuss any of the course requirements and offerings related to their student's career goals.

Posters

Before any kind of poster or notice is put up in the halls by any student(s), it must receive approval from the school Principal.

Library /Media Procedures

Students must obtain a pass from the study hall teacher or a classroom teacher in order to be admitted to the library to select materials, or to do research (unless brought there as a class). Media materials may be checked out for a limited time, usually three weeks for books. Payment is required for any material not returned to the library. Students are expected to follow library rules and procedures. Students may use media center computers at the direction of the media center persons according to our Acceptable Use Policy (AUP) which both students and parents have reviewed, have signed, and have returned to school. Failure of students and parent(s) to sign-off on this AUP will result in nonuse of school computers. Our AUP is found on our school website, (www.albany.k12.mn.us) under Parent Info.

Student Assistance Team

The Student Assistance Team (SAT) is composed of the principal, school nurse, school counselor, local police liaison and other faculty members as needed. The purpose of the SAT is to use a comprehensive team approach to assist students in need or at-risk, and to insure continuity of that assistance across varying programs and across the student's academic career. The SAT team meets bi-weekly to evaluate any referrals, to take feedback, and to make recommendations. Considering information received from persons having daily contact with a referred student, the SAT may meet with the student and parent(s).

School Board Policy against Sexual, Racial, and Religious Harassment, Bullying and Violence

(The following is a summary of the district policy. A complete copy of the policy is available upon request to the superintendent of schools.)

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 District #745 to maintain a learning and working environment that is free from harassment and violence. Our 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 through conduct or communication of any kind as defined by this policy. The policy also prohibits any violence from either a student or employee to any other student or employee. The school district will act to investigate complaints either formal or informal, verbal or written, of sexual, racial, or religious harassment or acts of violence and to discipline any student or employee who harasses or is violent to a student or employee. Local law enforcement will be notified in the cases of violence.

District 745 maintains a firm policy prohibiting all acts of bullying. The purposes 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 acts. Any person who believes he or she has been the victim of harassment or violence by a student or employee, or any third person with knowledge or belief of such conduct should immediately report the alleged acts to an appropriate school district official as designated by this policy. The reporting party is encouraged to use the report form available from the building office. [Board adopted 6/21/90, 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 our 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 State law, effective 08/01/93, 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 as authorized for instruction; (5) Knives (6) Black jacks, clubs, nun-chucks, throwing stars, daggers, metal knuckles, and like objects; and (7) 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 to request assistance.
2. Confiscate the weapon (if it can be done safely).
3. Hold an administrative hearing with the student(s), 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 B: 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, 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 equipment and 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 appropriate use of equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be deemed a weapon for purposes of this policy. However, when any authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and the consequences of this policy will take effect.

D. Length of Expulsion

When a student is expelled from our 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 from legal counsel. [Adopted by the Board of Education on 07/07/1993. Revised by Board of Education 06/04/2001.]

Policy on Data Privacy Rights/Duty

State law requires parents have an opportunity to notify us if they do not wish to provide student directory information. The directory information is public information unless a parent or guardian provides us with written notice of their wish for nondisclosure. Information which is "public" includes: the student's name, parent(s), or guardian(s), date and place of birth, sex, honor roll and weight and height for members of athletic teams if required for that activity, and listing on sports or extracurricular team roster.

Student Activity Tickets

A student may buy an activity ticket (nontransferable) in lieu of paying at each event, which entitles the student admission to home events. This activity ticket does not include any admission to tournaments or playoffs.

Expected Student Behavior at our School Activities

School rules apply to home and away activities; failure to abide by these rules may result in disciplinary actions.

Riding a Different Bus

We require a parent note be sent to the school office requesting permission for your son or daughter to ride a different bus (or a bus if s/he normally does not ride one). This note must to be initialed in the office by the principal or his designee.

Procedure for registering complaints

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.

Pledge of Allegiance

On Monday of each school week in the Junior-Senior HS the Pledge of Allegiance is recited over the PA system. Anyone who does not wish to participate in reciting the pledge may elect not to do so. Students must respect the right of other students to make that choice. MSA120

Approved June 2, 2010 by School Board resolution.

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.

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 concerning 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 before 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