

# **ALBANY AREA HIGH SCHOOL**

## **STUDENT HANDBOOK**

**2016 - 2017**



Board Approved July 2016

*Albany Area Secondary School: "A Community Of Successful Learners"*

## FORWARD

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

## DAILY SCHEDULE

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

<u>REGULAR SCHEDULE</u>	<u>ASSEMBLY DAY SCHEDULE</u>	<u>RESOURCE DAY SCHEDULE</u>
BLOCK 1: 8:20 - 9:45	BLOCK 1 8:20-9:35	BLOCK 1 8:20 - 9:39
BLOCK 2: 9:53 - 11:18	BLOCK 2 9:42-10:57	BLOCK 2 9:47 - 11:06
BLOCK 3: 11:26 - 1:13	BLOCK 3	BLOCK 3
A Lunch 11:18 - 11:48	A Lunch 10:57 - 11:27	A Lunch 11:06 - 11:36
Class 11:48 - 1:13	Class 11:27 - 12:42	Class 11:36 - 12:55
C Class 11:26 - 12:51	C Class 11:04 - 12:19	C Class 11:14 - 12:33
Lunch 12:51 - 1:21	Lunch 12:19 - 12:49	Lunch 12:33 - 1:03
HOMEROOM: 1:21 - 1:36	ASSEMBLY 12:49-1:49	BLOCK 4 1:03 - 2:22
BLOCK 4: 1:40 - 3:05	BLOCK 4 1:49-3:05	Skinny A 1:03 - 1:41
Skinny A 1:40 - 2:21		Skinny B 1:44 - 2:22
Skinny B 2:24 - 3:05		RESOURCE 2:30 - 3:05

<u>EARLY DISMISSAL SCHEDULE</u>	<u>LATE START SCHEDULE</u>
BLOCK 1 8:20-9:14	BLOCK 1 10:20-11:20
BLOCK 2 9:17-10:07	BLOCK 3
BLOCK 4 10:10-11:00	A Lunch 11:20-11:50
Skinny A 10:10 - 10:34	Class 11:50-12:50
Skinny B 10:36 - 11:00	C Class 11:25-12:25
BLOCK 3:	Lunch 12:25-12:55
A Lunch 11:00-11:25	BLOCK 2 12:55-1:55
Class 11:25-12:20	BLOCK 4 2:00-3:05
C Class 11:03-11:25	Skinny A 2:00 - 2:31
Lunch 11:25-11:50	Skinny B 2:34 - 3:05
Class 11:50-12:20	

**Resource Day:** On Wednesdays from 2:30 until 3:05 students will attend a supervised Resource while teachers work in Professional Learning Communities as part of their professional development. Students will be able to catch up on missing work and get help from teachers. Juniors and Seniors will be allowed to leave at 2:30 with parent permission.

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## School District Policies

### Academics and Activities

#### **COMMENCEMENT CREDIT REQUIREMENT**

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

#### **GRADING SYSTEM**

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

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

Participation in extracurricular activities is a privilege granted to all students in the Albany Area Schools. This privilege is extended to all students meeting academic standards of eligibility as set by the Albany Area School Board. We expect students participating in these activities will be doing passing work in all their subjects. In the event a student fails a class, they become ineligible for four weeks. Ineligibility begins the first day administration is notified and lasts for twenty school days. If the student is involved in drama, the ineligibility will result in the sitting out of one performance. The student will be reinstated upon presenting a grade report form which is signed by all the student's teachers and indicates he/she is passing all four classes. An Incomplete is considered an "F" until work is completed for that class at which time the student will become eligible immediately. If a student is not making progress toward graduation they will be ineligible indefinitely, until they are back on track to graduate with the class in which they started ninth grade.

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

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

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

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

#### **ACADEMIC LETTERING**

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

#### **PHYSICAL EDUCATION**

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

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

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

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

This policy was adopted in 2006 for swimming programs including physical education classes. No jewelry is allowed in pool area. Only certified staff, life guards, and educational assistants are permitted in pool area while students are swimming. Swimsuits will cover an appropriate amount of the body. If there is a question in regards to the appropriateness of the swimsuit, the school nurse will be consulted. Two piece swimsuits are acceptable as long as they cover the body to an acceptable level; one piece suits are recommended. All students are required to complete the full swimming curriculum as outlined in the Albany Area School Physical Education Curriculum. Failure to fulfill this requirement will result in a failing grade for that unit. Medical exceptions will be handled on an individual basis.

### **Health and Safety**

#### **AFTER SCHOOL HOURS**

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

#### **STUDENT ATTENDANCE POLICY**

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

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

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

Prearranged absences may be allowed for educational trips, testing, or medical appointments. A written note from a parent needs to be brought to the principal two to five days (2-5) before the intended date(s) of absence. The office will provide the student in writing with an excused, unexcused, or unapproved absence slip ("advanced make-up note"). It is the student's responsibility to take this absence slip to each teacher in advance of his/her absence and to allow the student an opportunity to complete any class work which will be missed.

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

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

#### **DEFINITIONS OF TYPES OF ABSENCES**

There are only 4 reasons a child can lawfully miss school: 1) Illness, 2) Medical/Dental appointment, 3) Religious holiday, 4) Extreme Family Emergency.

1. **EXCUSED ABSENCES:** Absences will be excused if they fall in to one of the categories: A) Illness, B) Family Emergency, C) Medical/Dental appointments, D) Court Appearances, E) Religious instruction not to exceed 3 hours per week, F) Physical emergencies such as flood, fire, etc., G) Pre approved Trips. H) In School Suspension.

2. **UNAPPROVED ABSENCES:** These are absences excused by the parent but not excused by the school. The student will not receive disciplinary consequences for these absences but the student will not have a time extension to complete their school work. Unapproved absences may be counted as unexcused absences for the purpose of determining truancy.

3. **UNEXCUSED ABSENCE:** The following excuses are illegal and unexcused: babysitting, work, rest due to work, travel (unless pre approval), missing the bus or getting kicked off the bus, weather (unless school is officially cancelled), keeping a parent company, oversleeping, helping at home, car trouble.

### **HABITUAL TRUANCY**

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

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

If a student is excessively absent from school the following policy will be made active. On the fifth day of absence during the quarter the parent will be notified and be requested to conference with the principal. From that point on (Day 5 of absence for the quarter) all absences will be unexcused unless the parent calls the student services office with an acceptable excuse by 4:00 p.m. the day of the absence.

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

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

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

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

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

\*Students leaving school without permission will be unexcused.

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

### **DIRECTORY INFORMATION**

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

### **STUDENT DISCIPLINE POLICY**

It is the position of the school district that a fair and equitable districtwide school discipline policy will contribute to the quality of a student's education and learning experience. Therefore, this districtwide discipline policy has been adopted. It is the responsibility of the school board, administration, teachers, and employees to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in

dealing with students on disciplinary matters, act according to State statute, State Board of Education regulations and this policy.

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

#### **RULES OF CONDUCT**

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

- 1) Truancy and unauthorized absences: Truancy, the absenting of one's self from school or class without the knowledge and approval of the school and/or parent, is not condoned.
- 2) Damage to School Property, Personal Property or Theft.
- 3) Aggravated assault: Committing an assault upon the person of another will result in serious disciplinary procedures.
- 4) Verbal Assault/Bullying: Verbal assaults are abusive, threatening, profane, or obscene language, (oral or written), toward a staff member or another student. This includes conduct which degrades people because of their race, religion, ethnic background, physical or mental disabilities and includes sexual harassment.(See Policy)
- 5) Threats or Disruptions: Threats to normal school operations or school activities, including, but not limited to, the reporting of dangerous or hazardous situations that do not exist. School Disruptions are any disturbance or interruptions of the school or school-sponsored activities including but not limited to displaying of a Confederate Flag.
- 6) Dangerous, Harmful and Nuisance Substances and Articles: **A) Drugs and Alcohol**: Students are prohibited from using, possessing, distributing, or being under the influence of mood altering drugs, alcohol or narcotics at school or school sponsored activities, or on school grounds. **B) Tobacco**: Possession or use of any type of tobacco product or e-cigarette by a student, or the use of one while on school grounds or at school sponsored activities is prohibited.  
Disciplinary action for the above may include but is not limited to the following: a) Meeting with Chemical Health Educator, b) Loss of school privileges or positions for a period of one year, c) Mandatory Insight Program or Tobacco Education Program, d) Notification of Law Enforcement e) Enforcement of MSHSL rules and district #745 extracurricular participation policy, f) Parental Conference, g) Suspension, Exclusion or Expulsion. i) Mandatory Chemical Assessment and following of the recommendations of the professional. **C) Harmful or Nuisance Articles**: Students are prohibited from possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property at school or at school sponsored activities.
7. Insubordination: Defined as failure to respond or carry out a reasonable request by a staff member. Insubordination also includes abusive or inappropriate language directed towards a staff member.
8. Cheating: Teachers have the right to discipline students for cheating by assigning a zero on assignment/test which the student cheated. Cheating reported to the office will be investigated and discipline may be assigned.
9. Hazing: It is the policy of the Albany Area School Board that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another to do an act of initiation into the school, or any school organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
10. No senior high students are allowed in the junior high wing of the school unless they are attending a class located there. Senior high students may not exit the building through the junior high corridors.
11. Public Displays of affection: Students must show respect for their peers and not engage in excessive displays of affection. Kissing, groping, excessive hugging, and other offensive touching will not be tolerated. This policy applies to all school function regardless of location.

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

**DISCIPLINARY ACTION**

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

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

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

Unacceptable Behavior	CONSEQUENCES FOR OCCURRENCE #				
	1	2	3	4	5
School Disruption	ABC	CEG	EH(1)	EFH(3)	H(5-10) IJ
Profanity/Vulgarity	AB	C	EH(1)	EFH (3)	H(5-10) IJ
Lunch Hour Violation	ABC	CDF	EH(1)	EFH (3)	H(5-10) IJ
Safety Violation	BC	CEG	EH(1-3)	EH (3)	H(5-10) IJ
Disorderly Conduct	BC	CEG	EH(1-3)	EH (5)	H(10)IJ
Inappropriate Dress	A	AB	CE	EH(1-3)	H(3-5)IJ
Forgery of Notes	C	EH (1)	EH(3)	EH(5)	EH (10)
Unexcused Absence	C (Equal time/1 hr)	CE (Double/1hr)	H(1)	H(2)ISS	H(2)ISS
Vandalism (Restitution)	EH (3)	EH (5)	EIJ	-	-
Theft (Restitution)	EH (3)	EH (5)	EIJ	-	-
Fighting	EH (1-3)	EH (3-5)	EH(10)	IJ	-
Assault (Police Report)	BEH (3-5)	EH (5-10)	EIJ	-	-
Harassment/Intimidation	BCEH (1-3)	EH (3)	EH(5)	EH(10)	EIJ
Sexual Harassment	BCEH (1-3)	EH (3-5)	EH(5-10)	EIJ	-



Unacceptable Behavior	CONSEQUENCES FOR OCCURRENCE #				
	*Note: Numbers in parentheses denote days				
Insubordination	AEH (1-3)	AEH (3)	AEH (5)	AEH(10)	EIJ
Alcohol Use/Possession	AEH (3)	AEH (5)	AEH (10)	IJ	-
Tobacco Use/Possession	AEH (2)	AEH (4)	AEH (10)	EIJ	-
Drug Use/Possession	AEH (5)	AEH (10)	EIJ (carry over K-12)		
Weapons Possession/Use	See Policy				

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

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

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

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

B. "Removal from class" and "removal" mean any action taken by a teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed five class or activity periods. Grounds for removal shall be: 1. Willful conduct which materially and substantially disrupts the rights of others to an education. 2. Willful conduct which endangers district employees, the pupil, or other pupils, or the property of the school. 3. Willful violation of any rule of conduct established in the discipline policy adopted by the board.

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

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

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

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

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

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

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

## **STUDENT GUESTS AND VISITORS**

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

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

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

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

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

It shall be a violation of this policy for any student or employee of School District No. 745 to harass a student or an employee through conduct or communication of any kind including cyberspace (texting, Facebook, Twitter, etc.)

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

## **BULLYING PROHIBITION POLICY (Board approved 7.9.2014)**

### **I. PURPOSE:**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY:**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on district property or at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, and retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy. The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

**III. DEFINITIONS:**

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

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
- 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term “bullying” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communications, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists or off school premises

to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive or harming conduct” means, but is not limited to conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on district property at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student means a student enrolled in a public school or a charter school.

### **III. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal’s designee or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint

involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim or the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. Teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fails to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district official may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct the complainant, the reporter, and students, or others pending completion of an investigation of the bullying or prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective

bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parents or guardians of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident and of remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or section 504 team, allow the child's IEP or section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

**VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

**VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- 1. Engage all students in creating a safe and supportive school environment;
  - 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  - 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  - 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  - 5. Teach students to advocate for themselves and others;
  - 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  - 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
  - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

### VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Any person who believes he or she has been the victim of harassment, bullying, or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.  
(Adopted by the School Board June 21, 1990, Revised June 1995, 2005)

#### STUDENT ILLNESS DURING THE SCHOOL DAY

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

#### IMMUNIZATIONS

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

#### **Medications:**

1. Only prescribed medication can be administered at school.
2. Nonprescription medication: A secondary student may possess and use nonprescription pain relief in a manner with the labeling, if the school district has received written authorization form the student's parent or guardian permitting the student to self-administer the medication. The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescriptions are governed by this policy.
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/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.
7. Parents may bring medication to school for their child and administer it when there is no medical order on file.

#### SCHOOL PARKING LOT

Parking privileges are extended to those who show courteous and safe driving habits. Students must sign and return the parking permit form, pay a \$5 fee and display the parking permit sign in the vehicle. Students are permitted to park in the school district location as a matter of privilege, not of right. Students driving a motor vehicle may park in the parking lot designated for student parking only. Students will not park vehicles in driveways, turn lanes, on private property, or in **other designated areas, e.g., parking lots designated for use only by staff or by the general public**. Students are reminded the parking lot is off limits during school hours. **A student must have permission from the office to go to the parking lot during school hours.** School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.



## **SNOWMOBILE RULES AND PROCEDURES**

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

## **ALBANY SCHOOLS WEAPONS POLICY**

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

### **A. ZERO TOLERANCE**

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

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

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

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

THE PROCEDURE FOR ALL OFFENSES IS:

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

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

1. Immediate police involvement with recommendations to charge

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

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

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

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

#### **D. LENGTH OF EXPULSION**

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

#### **Other**

#### **BACKPACKS**

Backpacks may not be carried by students during the school day. Backpacks must be kept in lockers. Computer cases for the sole purpose of carrying a personal device is allowed. No other items may be carried in the computer case.

#### **CELL PHONE POLICY**

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

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

#### **APPROPRIATE DRESS REQUIRED**

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

**The following areas are points of emphasis for student dress:** Students shall not wear clothing or hair that can be hazardous to them in their various school activities, such as shop, laboratories, athletics, physical education, art, etc. Grooming or dress that prevents a student from doing his/her best work because of blocked vision, restricted movement, or that exposes them or others to accidents is unacceptable. Revealing or distracting shorts, tops, dresses, shirts, and jeans must not be worn to school. All tops must cover midriff and should not have a low neckline exposing cleavage. Spaghetti straps, halter tops and open backs are not appropriate. Shorts, skirts, and dresses should not be shorter than mid-thigh, 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.

#### **RECRUITER POLICY**

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

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

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

## STUDENT SURVEYS

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

## Student Resources for Academics and Activities

### Senior High Information

#### GUIDANCE AND COUNSELING

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

#### HOMEROOM

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

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

#### LOCKERS

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

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

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

## **SCHOOL LUNCH PROGRAM**

The senior high school has a "closed" lunch period. This means students must remain in school during the lunch period. Students are expected to maintain orderly behavior during the lunch period. Dishes must be returned to their proper place and refuse placed in the trash barrels. All student lunches are to be eaten in the commons area. Senior high students **may not charge lunches**. Students may not use another student's lunch number to buy lunch. This will be considered theft and will result in disciplinary action.

**LUNCH HOUR RULES:** 1) Do not run to or in the commons area, 2) Be courteous, do not move ahead of anyone in line, 3) Do not push tables together, 4) Clean tables of debris, arrange chairs neatly under the table, and stack plates neatly. **Complete the lunch hour in the commons area, DO NOT SIT IN THE HALLWAYS PLEASE or be near any classroom areas.** Be quiet and courteous always when near classrooms. Students are not allowed in the parking lot, or the north or south sides of the school. Students may not go into the gym or locker room areas, or in the area south of the footbridge. This is due to lack of supervision in these areas. Students found in these areas are subject to discipline. Students may eat on the dining patio as weather permits. Please keep this area clean. Note: Seniors will be dismissed for lunch two minutes before the bell for lunch A. Seniors, Juniors, and Sophomores will be released 2 minutes early for lunch C. This privilege will remain all year unless there is a problem of running, which could cause the entire class to lose the privilege.

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

## **MEDIA CENTER**

The Media Center is open to students for quiet study, research, and use of library books and materials from 7:30AM to 3:30PM each school day. Most books may be checked out for a three-week period and reference books for 1 day. Periodicals may not be checked out. Students will be required to pay for the replacement of materials not returned. **Cell phones may not be used at anytime in the media center** and computers must be used for academic purposes only in compliance with the computer use agreement. (Please no food or drink in the Media Center.)

## **NATIONAL HONOR SOCIETY**

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

## **REGISTRATION PROCEDURE**

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

### Subject/Course Changes

1. Course changes are discouraged after the time of final registration.
2. Any changes will be made only upon the recommendation of the parents and teacher and after conferences and approval of the counselors and principal. These changes will be allowed only until the end of the previous school year.
3. There will be no changes after the start of the quarter unless there are extenuating circumstances.

## **NONDISCRIMINATION POLICY STATEMENT**

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

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

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

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

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

**Acceptable Use Policy**

**\*Student Contract**

**Use of the Internet & Technological Devices**

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 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 the primary purpose of the District Internet connection is educational and I will limit my usage to educational purposes only.

I realize 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 my use of School District equipment, computers and Internet access is not private and 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 in some cases, the transfer of such material may result in legal action against me.

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

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

I understand the Internet contains information that is inappropriate and unrelated to educational purposes. I recognize 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.

**Digital Citizenship**

Students must follow the conditions of being a good digital citizen.

1. Respect Yourself and Others: I will show respect for myself and others through my actions. I will post appropriate content online and carefully consider what I share. I will not use online means to bully, harass, or antagonize other people. I will not abuse my rights of access and will not enter access accounts or sites owned by other people.

Protect Yourself and Others: I will ensure information, images, and other materials posted online will not put me or

2. others at risk. I will not publish personal information, contact information, or schedules of myself or my peers. If I come across abusive or inappropriate material online, I will inform a teacher or administrator right away.

3. Respect Intellectual Property: I will request permission to reuse copyrighted resources. I will follow fair use guidelines, and cite websites, books, and other media properly. Above all, I will act with integrity while using online resources and materials.

Dated: \_\_\_\_\_

Student Signature \_\_\_\_\_

**\*Parent Contract**

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

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

state I have read the Internet, 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 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: \_\_\_\_\_

**Parent Consent Form (Pictures) PLEASE CHOOSE ONE**

I understand occasionally my child's picture, work and/or projects may be published online by the School District. Such publication is intended to further the educational mission of the school district. Various web tools used by the classroom teacher allow online collaboration, enhancing both student's digital skills as well as the curriculum. I grant the School District copyrights and privileges to reproduce, adapt, publish and display my child's work and picture (names will not be displayed) on the internet.

\*Yes, my child's picture may be published online.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*No, I do not want my child's picture published online.

Parent Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **Albany Area Schools - Chromebook Agreement**

Students and their parents/guardians must sign and adhere to the District Acceptable Use Policy which outlines our guidelines for Digital Citizenship, use of technological devices, and the Internet.

For students across Albany Area School District who are issued a school Chromebook this document provides information about expectations for use, taking care of the equipment, repairs/replacement and fees.

### **Expectations for Use**

Students are reminded that use of a school-issued Chromebook is a privilege, not a right, and everything done on a district owned computer, network, or electronic communication device may be monitored by school authorities.

Devices are to be used for educational purposes only; inappropriate use may result in limited or banned device use. Students will bring Chromebooks to school each day fully charged, along with their case.

Damages or malfunctions must be reported immediately to the technology department.

Chromebooks are for use during the school year only, thus students will return school-issued Chromebooks in good condition by the end of each school year.

If a student leaves the district, the school-issued Chromebook must be promptly returned in good working condition to the district technology department.

A limited number of loaner devices are available for daily checkout from the school. Students are expected to obtain one of these back-ups if necessary.

Failure to charge Chromebooks, or report inoperable Chromebooks to the technology department will not be an acceptable excuse for missing work. Instructors and administrators reserve the right to determine proper disciplinary or academic consequences.

See the Albany Area Schools, ISD #745 Acceptable Use Policy for further details.

### **Chromebook Care**

Students are solely responsible for the Chromebook issued to them and must adhere to the following:

Students will not have or consume food/beverages near the device.

Students will not leave the device in extreme elements (hot/cold temperatures, etc.)

Students will carry Chromebooks in a protective case. Chromebooks carried loosely in a backpack are very susceptible to damages. Cases will be issued to every student with their Chromebook.

Students will treat their devices with care and never leave them in an unsecured location.

Students will not alter the physical appearance of the Chromebook or case by adding decorative stickers, markings, or other difficult to remove items.

Students may not remove or interfere with the serial number or other identification tags on the Chromebook or case.

Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS supported by the district.

Chromebooks may not be removed from district management (district745.org account).

Students are solely responsible for apps and extensions on their Chromebooks that are not installed/required by a district staff member.

### **Repairs, Replacements, & Fees**

Students should not attempt to repair a school issued device on their own. If a device needs repair, it must be taken to the Technology Department as soon as possible.

Students will be required to participate in our district Protection Plan Agreement in order to take a Chromebook home throughout the school year. The cost of the plan is \$45 per school year. Free and reduced lunch participants will pay a \$10 fee. This is a flat rate and not prorated based on length of use. Students who choose not to participate in this plan may check out a Chromebook for daily use only, if available, and must return it at the end of each school day.



**Details of the agreement:**

The district will provide coverage for one Chromebook repair or replacement due to accidental damage per academic school year. Subsequent damage will be the responsibility of the student. Problems that occur due to manufacturer defects will not count towards these repairs.

The replacement plan does not provide coverage for the loss of the Chromebook, charger or damages caused by intentional misuse or abuse. The student/family is responsible for all costs to repair or replace the Chromebook and charger due to misuse or abuse.

The district reserves the right to request parent/guardians to pay additional fees for students who have multiple incidences of damages.

**Fees:**

\$45 Protection Plan fee for each year of use, which covers one accidental damage. Free and reduced lunch participants will pay a \$10 fee. \*Students will not be liable for manufacturer malfunctions (the district technology department will determine if this is the case).

Additional damages or loss due to negligence or misuse will be paid in full by the student. Costs for replacements/damages vary based on parts. Please contact the district technology department with questions regarding these charges.

If a student leaves the district, his or her Chromebook must be returned in good working condition, or paid for in full.

Student name (Printed) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian name (Printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_