

# **STUDENT HANDBOOK**

## Section 1: Attendance Policy

Welcome to Lake of the Woods High School. Students and staff share responsibility for developing a school climate that fosters learning and provides an opportunity for the free expression of ideas. Students have certain rights and privileges. They also have certain responsibilities.

This publication explains student rights and responsibilities, behavior expectations and the consequences of misbehavior, and due process requirements. We urge each parent/guardian and each student to review the material carefully and refer any questions to school staff members.

*The information in this handbook is not all-inclusive. Individual school and classroom procedures, based on the unique needs of each situation, supplement these guidelines.*

### **HIGH SCHOOL DAILY SCHEDULE**

**Period 1 8:15-9:26**

**Period 2 9:30-10:17**

**Period 3 10:21-11:08**

**Period 4 11:12-11:59**

**Lunch 11:59(Grades 12-11)**

**Lunch 12:01 (Grades 10-9)**

**Lunch 12:03 (Grades 8-7)**

**Period 5 12:36-1:23**

**Period 6 1:27-2:14**

**Period 7 2:18-3:05**

### **ATTENDANCE POLICY**

Success in school depends to a large extent on regular attendance. Absences create problems for both students and teachers. Students who are frequently absent get behind in their work and tend to lose interest in school. It is impossible to give the students individually what they missed in class discussion and group work. The attitude parent's display toward school and attendance will affect the student's attitude and effectiveness in school. Through the combined positive attitudes and efforts of the school officials and parents, better attendance and achievement will develop.

The attendance regulations of the State of Minnesota require that all children between the ages of seven and eighteen, mentally and physically fit, must attend school each day it is in session. This regulation is intended to provide children with the opportunity to gain an adequate education. Minnesota law dictates that each student makes every effort to be in school except when prohibited by poor health or emergency. Attendance regulations apply to all secondary students in

our district regardless of age. Parents and teachers should discourage absence from school, but it is the responsibility of parents and the students to see that regular attendance is maintained. Students should expect that their attendance will be checked each hour.

Students are reminded that regular attendance in school has become a significant factor in obtaining future employment.

## **ABSENTEEISM**

The classroom is an environment for learning. Orderly behavior is a condition for learning to occur. Teachers are expected to maintain that learning environment to the best of their ability. There may be times when the use of the principal, counselor or people in psychological services are necessary. However, the teacher is expected to be the mainstay of the orderly environment.

Since some behavior may result in the removal of a student from school, that student could jeopardize his or her grades in a particular class. Further, there are times when students are absent from school or truant. Unexcused absences will be treated as a violation of the State Law on Compulsory Education. Parents will be notified when a student is approaching truant status. If a student continues to be truant, the school is obligated to refer truancy to the county attorney's office. Truant status occurs a when student is absent from instruction in a school for 1 or more class periods on 7 days without valid excuse within a single year.

Likewise, there is a cap on absenteeism. **Each student is allowed to have a total of fifteen (15) absences in a semester, including excused and unexcused.** A lack of academic performance can result because of absenteeism; therefore, the sixteenth (16) absence will place the student in failure status for one or more classes in which the absences occur. Suspensions from school are not counted as absences to be applied to the "15 day" rule. Extended absences such as vacations will count against the 15 absence maximum.

After the tenth and thirteenth absences, parents/guardians will be notified that the student has only five or two more absences until he/she reaches failure status. Students may be required to meet with the attendance appeals committee or the high school principal after the tenth (10th) and/or thirteenth (13th) absence. Parents/guardians will also be notified when a student is in failure status. Students in failure status due to absenteeism may appeal to the absence appeal committee in extenuating circumstances. Appeal forms are available from the high school principal.

## **"PROCESS" - WHEN ABSENT FROM SCHOOL**

Students who are absent for any reason will be required to make up work missed in each class. Parents are encouraged to call the high school office 634-2510 x1421 any time a student is going to be absent from school. Upon returning to school after an absence, students are to report to the high school office with a note unless their parents have already called in the absence. Students will have one day plus the number of days the student was absent to complete the makeup work.

Coaches or advisors will provide classroom teachers with a list of students who will miss classes in advance of the event. Students who will be leaving school as a part of an excused and organized group (e.g. choir, band, athletic teams or academic teams) are responsible for class work missed. Students must contact teachers ahead of time to make arrangements for making up work.

Any students who have prearranged absences, either school or non-school related, are expected to return to class with work completed and prepared for classroom activities or tests.

### **"PROCESS" - EXTENDED LEAVE REQUESTS**

Students who know they will be absent for an extended period of time (e.g. family trip) should notify the high school principal and teachers prior to the absence. Students are responsible for obtaining all makeup work in advance of the absence. Extended absences will be recorded and count against the 15 absence maximum. Any student missing more than 15 days in a semester enters failure status but may appeal to the absence appeals committee. Parents are encouraged to schedule vacations when school is not in session if at all possible.

### **"PROCESS" - TARDINESS**

Continual tardiness is a form of rudeness. Students who are continually tardy to class cause interruptions in learning for other students and seriously hamper their own learning. Some tardies cannot be avoided. However, some tardies are a matter of bad habits. A student who is tardy to class five (5) times in a quarter will be assigned 3 days of noon detention in the office, a second infraction (10) will result in after-school detention, 3rd infraction (15) one half day of in-school suspension, 4th infraction (20) one full day of in-school suspension.

### **EXCUSED/UNEXCUSED ABSENCES**

An excused absence indicates that the student has had parental permission to be absent from school (e.g. illness, death in family, religious holiday observance, court appearance, dental or medical appointments). Excused absences permit the student to make up the assignments and to receive full credit for make-up work, but will still count toward total absences.

An unexcused absence indicates the student is absent without the school's permission or parental permission or both. The student's unexcused absence will result in reasonable disciplinary action as decided by the high school principal.

### **STUDENT ILLNESS**

Students who become ill while in school should report to the nurse's office. The school policy is that if a child is sick enough to leave the classroom, he/she should be at home. The nurse will contact the parents to make arrangements for the student to be transported home. If the nurse is not available the high school secretary will initiate the procedure.

### **CLOSURE DUE TO BAD WEATHER**

In the event that school is to be closed for bad weather, public information is provided by the following radio and television stations: Cable Channel 3, Channels 4 (KXJB), Channel 8 (WDAZ), and Channel 11 (KVLV); Radio stations KRWB and KJ102 in Roseau, KBHW in International Falls, and KQ92 in Warroad.

Lake of the Woods school also has an instant alert system. Parents may access this system via the Lake of the Woods school website at <http://www.lakeofthewoodsschool.org/> The instant alert system will notify parents via phone, text message, and e-mail when school is closing. This system will also

be used when there are other district wide notices that parents should be aware of. There may be cases in which the buses are in route to pick up students and a fast-moving storm approaches. In these cases, buses will be turned around and students dropped off back at home.

## **DENTAL AND DOCTOR APPOINTMENTS**

Students are urged to make dental and medical appointments outside the school day. When this is **absolutely** not possible, parents should notify the school prior to the appointment and students should contact their teachers to secure assignments during the classes missed.

## **Section 2: Academic Information**

### **REQUIREMENTS FOR GRADUATION**

Lake of the Woods High School prides itself with the reputation of being a strong academic institution. School is for learning. A student has the privilege of leaving Lake of the Woods School with a diploma that marks the successful completion of a course of study, the passing of tests and the achievement of standards.

All graduates of Lake of the Woods School will demonstrate successful passing of the Minnesota Comprehensive Assessments (MCA's) in the areas of reading, writing, and mathematics.

Lake of the Woods operates under a semester system and credits will be awarded on a semester basis. Under the semester system, students will receive 1/2 credit per class per semester and need a total of 24 credits to graduate.

Graduation requirements:

(24 semester credits) 4 years English, 3 years math, 4 years social studies, 3 years science, 1 year physical education, 1 year fine arts, 1/2 year health, 1/2 year careers, 7 elective credits.

The course of study listed below as established by Lake of the Woods School is required for all 9-12 students prior to earning a diploma. If a requirement is listed as Health/Careers it means that both options must be accomplished. A student must carry at least six courses each semester unless approved by the Assistant Administrator. Students taking two or more advanced placement courses may schedule a second study hall during the semester in which they are enrolled in those courses.

#### **Grade 7**

English 7

Geography

Science 7

Math

Phy. Ed and Health  
Gateway to Technology  
Choir/Band

**Grade 8**

English 8  
American History I  
Science 8  
Math  
Phy. Ed and Technology  
Art & Gateway to Technology  
Choir/Band

**Grade 9**

English 9  
American History II  
Physical Science  
Math  
Phy. Ed  
Electives

**Grade 10**

English 10  
Biology  
Geographic World History  
Health/ Careers  
Math  
Electives

**Grade 11**

English  
Economics  
Math  
Electives

## **Grade 12**

English 12/Honors English

Government (Applied/Advanced Placement) (if not taken in grade 11)

Math (if not taken in Grade 11)

Electives: World Languages, Industrial Technology, Music, Art, Mathematics, Post -Secondary Options, Distance Learning, Independent Study Courses, Advanced Math Courses, Advanced Science Courses, Business, Yearbook, Social Studies, PLTW

## **PARTICIPATION IN THE GRADUATION CEREMONY**

In order to be eligible to participate in the graduation ceremony students must have met all credit, test, and behavioral requirements of the State of Minnesota and Lake of the Woods Public School. All credits must be on file with the Assistant Administrator by the Wednesday before the graduation ceremony. This includes credits from Lake of the Woods, PSEO, online courses, correspondence courses, distance learning courses, and courses from alternative learning centers.

## **GRADING POLICY**

GRADES - Each student will receive a letter grade in each course at the end of each nine (9) week period (quarter). The letter grades along with their numerical equivalency that will be used to determine a student's GPA (grade point average) for honor roll purposes is as follows:

<b>A+/A = 4.00</b>
<b>A- = 3.67</b>
<b>B+ = 3.33</b>
<b>B = 3.00</b>
<b>B- = 2.67</b>
<b>C+ = 2.33</b>
<b>C = 2.00</b>
<b>C- = 1.67</b>
<b>D+ = 1.33</b>
<b>D = 1.00</b>
<b>D- = .67</b>
<b>F = 0.00</b>

COMMON GRADING SCALE - Grades 7-12 will use a common grading scale for all courses with the exception of accommodations for some students as determined by their Individual Education Plan (IEP). All teacher grade books will be set up to record whole number percentages>

<b>A = 96-100</b>
<b>A- = 94-95</b>
<b>B+ = 92-93</b>
<b>B = 89-91</b>
<b>B- = 87-88</b>

**C+ = 85-86**  
**C = 82-84**  
**C- = 80-81**  
**D+ = 77-79**  
**D = 74-76**  
**D- = 70-73**  
**F = 69 and below**

WEIGHTED GRADES - Grades will be weighted for Advanced Placement (AP) courses using the following grading scales for students. The weighting will be reflected in the student's grade point average on the official transcript. **This weighted grading will be used ONLY for students who completed their junior year in 2012. (The only exception to this is seniors who are enrolled in AP Government in 2012-13)**

**A = 4.50**  
**A- = 4.17**  
**B+ = 3.83**  
**B = 3.50**  
**B- = 3.17**  
**C+ = 2.83**  
**C = 2.50**  
**C- = 2.17**  
**D+ = 1.83**  
**D = 1.50**  
**D- = 1.17**  
**F = 0.00**

Beginning in the 2012-13 school year Advanced Placement Courses will be graded on the following scale.

**A = 94-100**  
**A- = 90-93**  
**B+ = 86-89**  
**B = 83-85**  
**B- = 80-82**  
**C+ = 76-79**  
**C = 73-75**  
**C- = 70-72**

D+ = 66-69

D = 63-65

D- = 60-62

F = 59 and below

## **VALEDICTORIAN /SALUTATORIAN**

1. The Valedictorian and Salutatorian shall:

a. **Be determined** at the completion of the 3rd quarter of the senior year.

b. Be enrolled as a full time student of ISD # 390 for a minimum of two uninterrupted school years (4 consecutive semesters) in grades 11 and 12. To be eligible a students must have earned a minimum of 11 credits from Lake of the Woods High School.

c. **For the purposes of determining grade point averages (GPA) and thus class rank, credits from Lake of the Woods and any other public or private school registered with the Minnesota Department of Education will be factored into the ranking. The final transcript will list the student with the highest GPA as the 1<sup>st</sup> ranked student even though he/she may not be eligible to be the valedictorian. The final transcript will list the student with the second highest GPA as the 2<sup>nd</sup> ranked student even though he/she may not be eligible to be the salutatorian. If the valedictorian is not the top ranked student in his/her class an explanation of our policy will be placed on the transcript of the valedictorian. If the salutatorian is not the 2<sup>nd</sup> ranked student in his/her class an explanation of our policy will be placed on the transcript of the salutatorian.**

2. For purposes of choosing salutatorian and valedictorian the grade point average shall be carried out to the second decimal point. Students with equal grade point averages at the second decimal point shall be declared co-valedictorian or co-salutatorian.

## **PASS/NO PASS COURSES**

An "elective class" can be taken on a Pass/No Pass basis if it is a seventh class with instructor and administrative approval. This class would be taken in lieu of a study hall.

Any instructor that wishes to use a Pass/No Pass system of grading in their class or classes must have the approval of the Faculty Senate, High School CORE Committee, and the Administration.

## **COURSE GRADING**

Course requirements and grading procedure will be communicated to each student at the beginning of each marking period (semester) in each class.

## **INCOMPLETES**



An Incomplete (I) will only be used when course work has not been completed due to circumstances beyond the control of the student (e.g.: prolonged illness, family trip, family emergency, etc.). An Incomplete is NOT TO BE USED as a grading mechanism simply because students fail to complete required course assignments or make up tests not taken during the marking period. Incomplete work in any course should be graded accordingly and should reflect on the student's course grade.

## **DEFICIENCY NOTICES**

It is the responsibility of the teaching staff to inform parents when students are in danger of failing due to poor grades, incomplete assignments, inappropriate behavior, etc. This will be done on a midterm basis: in addition, teachers will be encouraged to contact parents at other times during the quarter/semester. It then becomes the responsibility of the parent/guardian to contact the appropriate teacher for a conference, suggestions, etc.

**SPECIAL EDUCATION** - Special education students may be graded according to their IEP (Individual Education Plan), but this would be decided on an individual basis.

## **CREDIT RECOVERY**

### **Option One**

The Alternative Learning Center (ALC) in Warroad provides an opportunity for students who need to recover credits in order to graduate on time with their classmates. The Border ALC provides a service for our students, but is not affiliated with Lake of the Woods, ISD #390. Students attending the ALC must meet course and attendance requirements set by the ALC. Credits earned at the ALC are considered transfer credits at Lake of the Woods. Below is some basic information regarding attendance at the ALC. If you need additional information, please contact the ALC at 218-386-3385.

For students attending the ALC after the regular school day:

\*The ALC is open to Lake of the Woods students each Wednesday from 4:00-5:00 P.M. (other hours may be available by arrangement with ALC staff).

\*Minimum required seat-time to earn 0.5 semester credits is 20 hours.

\*Average amount of time to complete course requirements for 0.5 semester credits is 50 hours.

\*Students are given a weekly list of required assignments to complete. If they do not have their assignments done, they cannot come to the center until it is done.

\*If a student misses 3 weeks in a row, they must be dropped from the ALC enrollment. Depending on current enrollment at the ALC, they may be allowed to re-enroll.

\*Lake of the Woods students may not be dismissed from school to attend class at the ALC.

\*If for any reason your student cannot attend class at the ALC, please contact Maureen Stodgell.

\*Seniors must have all course work completed and submitted by May 21 to be eligible to participate in the graduation ceremony at Lake of the Woods School.

For students attending the ALC in the summer:

- \* The average amount of time needed to complete 0.5 semester credits is 50 hours
- \* All students must attend Monday through Thursday from 9:00 a.m. to 1:00 p.m. until their course is completed.
- \* Summer school is between 6-8 weeks. The actual dates are determined at the end of May.
- \* If a student has a conflict with their work schedule, they must contact the ALC prior to enrolling.
- \* Students will be given a daily list of required assignments to complete. If a student falls more than 1 week behind, he/she will be dropped from the enrollment. The student may apply to re-enroll at the start of the regular school year. \* If a student misses 3 weeks in a row, they must be dropped from the ALC enrollment.
- \* To ensure success, it requires a commitment from parents to ensure that their student has good attendance, and from the student to make continuous progress towards completion of course requirements. If you are interested in enrolling your student at the ALC, please contact Mr. Nelson to request a referral.

### **Option Two**

Credit recovery in some content areas is possible through an online format known as Acellus. This program allows the student to access courses through a web-based program over the summer or during the school year. Program is subject to approval by the Assistant Administrator as well as teachers in which the credit recovery is being sought.

We are here to assist you in making a plan for success, but it is solely YOUR (the student's) responsibility to complete all course requirements to graduate. Please do not delay in making a plan to ensure that you will be on track to graduate.

### **SCHOOL GRADUATION INCENTIVE PROGRAM (HSGI) (M.S. 126.22)**

The Minnesota legislature finds it crucial for persons to obtain at least a high school diploma to function in today's society. Therefore, it encourages students who are experiencing the following difficulties in high school to enroll in alternative programs and area learning centers:

- a. two grades below performance on a local achievement test, or
- b. at least one year behind in grade level or course work toward graduation, or
- c. who are pregnant or a parent, or
- d. who are assessed as chemically dependent.
- e. who have been victims of physical or sexual abuse, or
- f. who have experienced mental health problems, or
- g. who have experienced homelessness anytime within the past six months

Victims of physical or sexual abuse need only validate eligibility by student and/or parent disclosure or student advocate disclosure. Mental health problems need to be assessed. A homeless individual is one who (1) lacks a fixed, regular and adequate residence or (2) has a primary night time residence in a supervised public or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institute providing temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

Students eligible under HSGI may enroll in another district, an area learning center, a public or private alternative program, or for certain individuals an adult basic education program. Approval of the resident district is not required. Students may change enrollment at any time. Parent/student choice applies to students ages 12

through 20 and qualifying adults. A SCHOOL DISTRICT IS REQUIRED TO DISSEMINATE INFORMATION ABOUT HSGI TO RESIDENTS OF THE DISTRICT WHO ARE UNDER THE AGE OF 21 (M.S.125.22, SUBD 5). District administration may also refer other students at-risk of not graduating who are not eligible under the parent/student choice options.

## **POST SECONDARY ENROLLMENT OPTIONS PROGRAM**

The Post-Secondary Enrollment Options Program (PSEO) allows 11th and 12th grade students to attend a college or technical college, either full or part-time, at no cost to the student. The PSEO is designed to promote rigorous educational pursuits and to provide a wide variety of options for students.

For additional information pertaining to qualifications, high school graduation requirements, and how to apply see the Assistant Administrator. You may also contact the Post-Secondary Enrollments Options Program at (612) 296-4900 or the toll-free Enrollment Options Hotline a 1-800-652-9747.

Students who elect to enroll in a college credit correspondence course under the Post-Secondary Enrollments Options program may have a reduction in the number of courses they are enrolled in a Lake of the Woods. Credits will be awarded on the following basis: 1 college semester credit equals .75 high school credits. All grades earned under the PSEO program will be included in the student's grade point average. Seniors must complete all correspondence courses by May to have those grades included in the final GPA. Credits will count toward graduation if an official college transcript is received by the Wednesday before graduation.

## **ON-LINE LEARNING**

On-line learning opportunities are available through Lake of the Woods High School. Parents/students interested in more information should contact the Assistant Administrator. On-line learning courses have very early deadlines. Please contact the school at least three months ahead of time.

## **PASS-FAIL - GRADE 7 & 8**

Any student failing two or more subjects in grades 7 & 8 will be evaluated to determine whether the maximum benefit to the student will be derived from retaining that student in grade or passing the student to the next grade.

This means that the student will either pass for the entire year or fail for the entire year in grades 7 & 8. This would, in the case of any student who fails two or more subjects in these grades, mean that all the student's teachers would meet with the high school administration. A recommendation will be made whether to retain the student, pass the student to the next grade, or pass the student based on a provisional basis (summer school may be required).

The purpose of this policy is to help students avoid entering senior high school without the foundations to succeed in high school.

## **HONOR ROLLS**

The Honor Roll consists of those students who have, in grades 7 - 12, maintained a grade point average of 3.66 or better for the "A" Honor Roll and 3.00 to 3.65 grade point average for the "B" Honor Roll.

The Honor Roll will be calculated cumulatively at the end of each semester marking period. All work for which graded credit is given will be included in the calculation. An "F" or "I" (Incomplete) grade will disqualify a student for the honor roll for the semester.

## **HONOR STUDENTS**

Honor students having a GPA of 3.25 to 3.75 will receive silver honor cords. Honor students with a GPA of 3.75 or higher will receive gold honor cords. Student status will be determined at the end of the third quarter of the senior year.

## **DROP/ADD POLICY**

If a change of schedule is necessary, it must be made no later than **one week** after the start of a semester. This must be done with the approval of the teachers involved and the counselor. Dropping a class after the deadline results in a course failure. The deadline for declaring a Pass/No Pass option also would be final at the end of the first week of each semester. The only exception to this rule would be dropping the course with mutual consent of parent, teacher, student, and principal.

## **STUDENT COUNCIL / CLASS OFFICERS**

Students have an opportunity to participate in student government. Elections will be held annually. This provides an opportunity to be involved in the high school decision-making process.

Selection of Student Council members:

1. Two representatives from each class grades 7-12 will be elected. One male and one female will be elected unless there are no candidates from one of the categories. In such cases two boys or two girls may be elected.
2. All students running for office must be enrolled full time.
3. Officers will be elected by the student body (grades 7-12). Nomination for candidates will be by self-announcement. The officers will consist of president, vice-president, secretary, and treasurer.
4. All students running for office must have passing grades in all subjects. Student council and class officers are expected to be role models for peers. In instance where behavior, attendance, or academic achievement fall below expectations the privilege of serving as a class officer/student council representative may be suspended on the recommendation of class advisors in conjunction with the principal.

## **STUDY HALLS**

Students are assigned to a study hall during non-class periods. It is expected that study halls are to be used for the purpose of completing assigned schoolwork.

Leaving study hall is a privilege that is earned. Students who do not follow study hall rules or who have failing grades may be restricted to study hall.

Study halls are considered a part of the daily course load. Students not present in their scheduled areas will be given an **unexcused absence** and will be reported to the high school principal.

Supervision and rules governing student's behavior are the responsibility of the study hall teacher/supervisor.

## **ACADEMIC LETTERING**

The MAEF (Minnesota Academic Excellence Foundation) was created by Minnesota Statute 121.612 to promote and recognize academic excellence in Minnesota schools. Programs now exist which recognize the potential of students and educators who are allowed to step beyond typical expectations, to risk, and to achieve. Academic lettering programs contribute substantially to the affirmation of individual student achievement and to the institutionalization of the culture which values academic excellence.

### **Academic Lettering Goals**

1. improve student self-esteem
2. reward excellence
3. provide peer and community recognition
4. improve societal and cultural views of academic excellence
5. raise curricular expectations for all students
6. provide impetus for students to think in a forward manner
7. provide academic role models
8. validate the efforts of academic achievers
9. increase the pride for academic achievement

The primary purpose of the Academic Excellence program at Lake of the Woods High School is to make superior academic achievement an integral part of the students' value system. The program is structured so that excellence is defined in a broad spectrum of events, all of which are consistent with district-wide goals. We believe that these recognitions will give students a greater desire to reach for and attain academic success and will increase the number of students who can perform at superior levels in our school.

A coordinated program is now in place to recognize students at Lake of the Woods who attain high achievement in academic excellence. Athletics and the arts have traditionally lettered in their respective events. Academic letters will be awarded for superior achievement in academic endeavors.

In order to be considered for an academic letter, a student in grades 9-12 must meet the following requirements:

1. Must have achieved a 3.5 GPA the last two semesters with no grade below a "C".
2. Must have demonstrated through Academic Achievement superior participation in one of the following: Knowledge Bowl, Student Government, National Honor Society, and/or other scholastic accomplishments in content areas (communications, math, etc.) of a competitive nature. Advisors of academic events will recommend criteria in order to define "superior participation" in those areas including ambassadorship, character, and participation over and above the norm.

Academic events advisors will submit the names of students judged as having achieved superior participation to the principal at least one month before the scheduled academic awards ceremony. The directors will be responsible for all record keeping for awards and letters. Students receiving an academic letter who have five consecutive semesters of a 3.5 GPA and maintain superior participation in one or more academic events will receive "silver stars." "Gold stars" will be awarded for seven consecutive semesters of a 3.5 GPA plus superior participation in one or more academic events.

### **THE NATIONAL HONOR SOCIETY**

Selection to the National Honor Society is indeed something of which to be proud! Each year, students will be selected for membership to the Lake of the Woods High School Chapter of the National Honor Society according to the following procedure:

1. Eligible students are rated on a four-point scale as determined by the National Honor Society Association.

Scholarship - Members must have and maintain at least a 3.25 cumulative grade point average to be eligible for consideration to the National Honor Society.

Leadership - Students must demonstrate leadership in classroom and organizational work, must demonstrate leadership in promoting school activities, must successfully hold school offices or positions of responsibility and must exemplify positive qualities and attitudes. Students must be in at least two activities per academic year, one of which must be a school activity. Activity verification forms must be completed and submitted with the application for membership.

Service - Students must have a willingness to render any service to the school and the community when called upon, a willingness to do committee work or staff work, and a readiness to show courtesy by assisting visitors, teachers and students.

Character - Students must meet pledges and responsibilities to the school promptly, demonstrate the highest standards of honesty and reliability, demonstrate concern and respect for others and actively help to rid the school of bad influences or environment. Two letters of recommendation from a faculty member, school administrator, board member, or a citizen of the community attesting to their character, leadership, and service to the school and community must be given to the advisors by the due date.

2. The faculty screening committee has the responsibility of selecting new members and dismissing members who fail to maintain National Honor Society standards, as defined in the National Honor Society Constitution and the bylaws of the Lake of the Woods Chapter. A drug, alcohol, or tobacco violation will be

just cause for immediate dismissal from the Honor Society. The Faculty Screening Committee will review on an individual basis any violation of school rules, school board policy, civil laws and actions.

A copy of the National Honor Society Constitution and Lake of the Woods Bylaws are available upon request. *National Honor Society members and prospective members are given copies of the Constitution.*

## Section 3: Student Behavior

### **STUDENT RIGHTS**

Students have the right to attend school and gain an education as provided by law, including the right to classroom instruction and individual study without interruptions, disruptions or distractions.

Students have the right to free speech and expression as long as such expression is not libelous or obscene and does not interfere with the rights of others or disrupt the atmosphere of learning in school.

Students have the right to participate in student government and effect positive change. Students have the right to be secure in their persons, papers and effects; however, they must refrain from bringing on to school property any material or item that would cause a disruptive activity or endanger the health and safety of students or other persons.

**Students have the right to privacy of their school records.**

## **STUDENT RESPONSIBILITIES**

Student responsibilities include regular attendance; conscientious effort in school work and activities; respect for the *rights* of other students, school staff and school visitors; upholding local, state, and federal laws along with district and school policies and regulations.

Most of all, students share with the administration and staff the responsibility of establishing and maintaining a safe, stimulating and productive learning environment.

## **WEAPONS**

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all laser objects; all knives; blades (including Gerber and Leatherman tools); clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

"School location" includes a school building, school grounds, whether leased, rented, owned, or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

"Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

Consequences: The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include: 1) immediate suspension; 2) confiscation of the weapon; 3) immediate notification of local law enforcement agency; 4) parent or guardian notification; and 5) recommendation to the superintendent of dismissal for not to exceed one year.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled (expulsion for at least one year.) The school board may modify this requirement on a case-by-case basis.

Instructional Equipment/Tools: While the school district and the school takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

Administrative Discretion: While the school district and the school takes a "Zero Tolerance" position on the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **BUS BEHAVIOR**

Bus drivers are empowered to strictly enforce safe and healthy behavior on the bus as well as requirements of dress to enter the bus. Since riding a bus is a privilege, that privilege will be suspended or removed if circumstances warrant. On any day that a student has detention, parents must arrange for the student transportation, as the activity bus will not be available to them.

The specific administrative guidelines on bus behavior are contained below:

The bus drivers are charged with the transportation of students in a safe and enjoyable manner. The drivers are also responsible for the discipline on the bus. When behavior jeopardizes the safety and well-being of all students, the drivers must take action. The action that is taken by the driver is:

- First Offense...Parents are notified. Student receives oral warning.
- Second Offense...Parents are notified, with written warning to student.
- Third Offense...Student loses riding privileges for 5 days.
- Fourth Offense...Student loses riding privileges for the year.
- A serious infraction could result in an immediate loss of riding privileges.

A School Bus Incident Report is sent to parents each time an incident occurs. A discussion with the parents will occur with each incident. A copy of the report is filed with the principal and the transportation supervisor. The bus driver may seek counsel from the principals. However, the ultimate authority rests with the driver. If an issue cannot be satisfactorily resolved between the driver and the parent or child, the transportation supervisor is to be called.



NOTE: Warm clothing is to be worn on extracurricular bus trips when conditions warrant. Each student must have a cap, boots, coat and gloves. This will be enforced by coaches and bus driver.

## **STUDENT DRIVING**

Driving on school property by students is a common means of transportation to and from school. Therefore, in keeping with the policy that driving is a privilege, Lake of the Woods has formalized consequences to infractions of rules on school grounds.

If a student wishes to drive (or park) a vehicle onto school property, that vehicle must be registered with the high school office; the driver must have a parent/guardian permission form completed and signed. These items must be completed within the first week of a school year, or within the first week of a student becoming a "new" driver (first time driver or driver bringing a vehicle to school for the first time) or a student new to Lake of the Woods School. **Students are to park in the main parking lot located in front of the building. At no time shall a student park in visitor, handicapped or other restricted parking areas.**

If a student uses the vehicle in the commission of a crime on school property or uses the vehicle during the breaking of school rules or policies, the permit or right to drive on school property may be revoked for a period of time as determined by the high school principal and/or faculty senate. **Driving suspensions may overlap school calendars.** Suspension refers to any and all school activities, after-school activities, school-sponsored evening or weekend activities and summer activities.

Instances of infractions are:

- smoking or drinking an alcoholic beverage on school property in the vehicle or allowing another to smoke or drink alcoholic beverage in the vehicle;
- careless driving or exhibition driving on school property including the raising of rocks and gravel;
- damaging school property or others' property through the careless use of the vehicle;
- leaving the grounds without permission or taking another student off grounds without the passenger(s) having proper permission.
- habitual parking in unauthorized areas.

These rules and consequences are in addition to any other consequences under other school policies and criminal codes.

**Vehicles not in compliance with this regulation will be towed off campus at owners' expense.**

## **CLOSED CAMPUS**

Lake of the Woods High School is administered as a closed campus. That means students shall remain on school premises from the time they first arrive at school at the start of their school day, including the noon period, until they are dismissed at the close of their school day. Lake of the Woods school offers traditional school lunch as well as a la carte selections in the Bears Den. Permission by a parent for a student to leave campus should only be given for appropriate reasons such as doctor and dentist appointments.

Before a student will be allowed to leave the building without a parent he/she must:

1. have a signed copy of the closed campus policy for on file on file in the high school office.
2. bring a note signed by a parent/guardian each time he/she intends to leave campus during the school day.
3. sign out in the high school office and sign back in upon return. The only exception to this is when students are leaving on extracurricular trips that are scheduled in advance.

Requests for activity participants to leave campus to purchase food for school sponsored trips will not be honored.

School premises are defined as the building and the sidewalks surrounding the building.

A student who violates this policy shall be subject to the provisions of the school's discipline policy.

## **DRESS AND GROOMING GUIDELINES**

Working in conjunction with administration, school board, and teachers, the student council has taken the lead in developing a more defined and articulated dress code to be implemented.

The following guidelines apply:

1. Clothing must not be hazardous to health or safety.
2. Clothing must be decent by reasonable standards:
  - Straps on shoulders must be AT LEAST one inch in width. No spaghetti straps are to be worn.
  - Skirts must reach your mid-thigh. Skirts may be no shorter than the end of pointer finger when your arms are placed at your sides.
  - The front of your shirt must be no lower than your hand width from the base of the neck.
  - No strapless shirts or dresses UNLESS you are wearing a cover up over it that covers your shoulders.
  - Whether sitting or standing, no undergarments may be showing.
  - No stomachs showing.
  - When wearing a sheer shirt, a tank top or some type of clothing must be worn to cover up your undergarment.
3. Appearance must not be disruptive to the normal operation of a classroom.
4. Clothing or shoes must not be such as to cause damage to school property.
5. Students are allowed to wear shorts in school. The inseam on shorts must be a minimum of 3 inches long and must fully cover your backside.
6. Buttons or insignia on clothing may not be worn which displays obscenity, advertises alcohol, drugs or smoking, or promotes its use.
7. Hats, caps, scarves, hoods, or "rags" are not to be worn in the school building during the school day.
8. Any clothing with derogatory, offensive, or suggestive pictures or slogans are not allowed.

## **GANG POLICY**

The following behavior will not be tolerated in our school:

- Any apparel, jewelry, accessories, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute (as a primary purpose) denotes membership in an organized gang as defined by MN Statute 260.125.
- Graffiti on a person, their clothing, books, notebooks, or other personal items which denotes affiliation with an organized gang or threat group.
- Making hand signs which denote affiliation with an organized gang or threat group.
- Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism.

## **DETENTION POLICY**

Detention is a method whereby students will be allowed time to reflect upon more pro-social and acceptable behavior while in school or attending school sponsored activities. Detention will be used sparingly and with good cause. Teachers are expected to deal with the majority of discipline issues in their own setting. However, there are times when detention is inevitable. The process of detention is:

1. Students and parents will be notified of detention by the staff member assigning detention via written notice.
2. Detention will be served from 3:15 p.m. to 5:00 p.m. on scheduled Wednesdays.
3. Detentions will only be rescheduled by a parent contacting the high school principal with a valid reason for rescheduling (sports/work are not considered valid reasons). Detentions will only be rescheduled to the next week.
4. If a detention is missed, the student will be assigned two (2) additional days of detention. A second infraction will result in a day of suspension.
5. Continual accumulation of detentions will result in further disciplinary action as determined by the high school principal.

## **NOON HOUR DETENTION**

Noon hour detention will be issued if a student has five (5) recorded tardies in a quarter. Students must arrive at noon hour detention within four (4) minutes of their noon dismissal bell and remain in the office until the lunch dismissal bell. Students serving noon hour detention will proceed through the lunch line after all other students have gone through. Students in noon hour detention will not be allowed to use the Bears Den on days they are serving detention.

## **IN- SCHOOL SUSPENSION**

In-school suspension will be maintained for the use of those students who have demonstrated an unwillingness to comply with school rules (and with commonly accepted standards of good conduct). This will be assigned at the discretion of the high school principal. As in all cases of misbehavior, parents/guardians will be notified.

## **SUSPENSIONS/READMISSION PLANS**

**Behavior that has resulted in out of school suspension may require the completion of a Readmission Contract" prior to being readmitted to a regular class schedule. The purpose of the readmission contract is to correct the behavior or actions that resulted in suspension in the first place.**

**Parents *must* accompany the student at the time of readmission and there must be acceptance of the plan by the high school principal acting in behalf of the Faculty Senate and high school staff.**

**Violations of the Readmission Plan will result in further disciplinary action as determined by the high school principal and the Faculty Senate. Continued antisocial behavior could result in expulsion.**

Students are not permitted to engage in the following activities. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity.

**CONSEQUENCES:** For each misbehavior described on the following pages, there are specific consequences for first, second, third and fourth violations. The consequences are shown as "\*", suspension for a specified number of days, or expulsion. The "\*" means the consequences for the violation will include a student conference and parent notification, and may include, but are not limited to parent conference, restitution, detention, suspension, and expulsion. "Suspension" is

defined as in- or out-of-school suspension--action taken by the school administration to prohibit a student from attending school or his/her classes for no more than five school days. "Expulsion" is action taken by the Board of Education to prohibit a student from further school attendance for the remainder of the school year.

**1. Abuse, Verbal**--Arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening. Toward a staff member or student .....\*.....1-day susp.....3-day susp.....5-day susp.

**2. Alcohol, Possession or Use**--

Possessing or using any chemical or controlled substance where possession or use is prohibited by Minnesota or federal law. Law Enforcement will be notified. (Grades 7-12).....\*3-day susp.....5-day susp.....expulsion

**3. Chemicals, Possession or Use**--

Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. Law Enforcement will be notified. (Grades 7-12).....\*/expulsion

**4. Ammunition, Possession**--Possession of bullets or other projectiles designed to be used in a weapon. Law Enforcement will be notified.

(Grades 7-12).....\*/expulsion

**5. Assault, Physical**--Acting with intent to cause fear in another person or immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. Law Enforcement will be notified. Toward a staff member or student .....5-day susp.....expulsion

**6. Assault, Verbal**--Verbal confrontation with a student or staff member which is intended to cause fear of bodily harm or death. Law Enforcement will be notified. Toward a staff member or student .....3-day susp.....5-day susp.....expulsion

**7. Burglary**--Entering a building or vehicle without consent and with intent to commit a crime, or entering a building or vehicle without consent and committing a crime. Law Enforcement will be notified.

(Grades 7-12).....expulsion

**8. Chemicals, Possession With Intent to Distribute or Sell**-- Selling or distributing, or intending to sell or distribute, any alcohol, narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law. Law Enforcement will be notified.

(Grades 7-12).....\*/expulsion

**9. Dress and Grooming**--Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise narcotics or dangerous drugs.

(Grades 7-12).....\*.....1-day susp.....3-day susp.....5-day susp

**10. Driving, Careless or Reckless**--Driving on school property in such a manner as to endanger persons or property.

(Grades 9-12).....\*.....1-day susp .....3-day susp .....5-day susp

\*possible revocation of parking privileges, law enforcement may be notified

**11. Vehicle, Unauthorized Use**--Occupying or using vehicles during school hours without parental permission and school authorization. The consequence will include the revocation of the parking permit of the owner's car.

(Grades 7-12).....1-day susp.....3-day susp.....5-day susp.....expulsion

**12. Fighting**--Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action.

(Grades 7-8).....\*.....3-day susp.....5-day susp.....expulsion

(Grades 9-12).....\*/1-day susp.....3-day susp.....5-day susp.....expulsion

**13. Fire Alarm, False**--Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm. Law Enforcement will be notified.

(Grades 7-12).....5-day susp.....expulsion

**14. Fire Extinguisher, Unauthorized Use**--Unauthorized handling of a fire extinguisher.

(Grades 7-12) .....5-day susp.....expulsion

**15. Harassment, Including Sexual**--Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex or any disabilities they may have.

(Grades 7-8).....\* .....1-day susp.....3-day susp.....5-day susp.

(Grades 9-12).....\* .....3-day susp.....5-day susp.....expulsion

**16. Insubordination**--Willful refusal to follow an appropriate direction or order given by a staff member.

(Grades 7-8).....\* .....1-day susp.....3-day susp.....5-day susp.

(Grades 9-12).....\* .....3-day susp.....5-day susp.....expulsion

**17. Theft, or Knowingly Receiving or Possessing Stolen Property**--Unauthorized taking of the property of another person, or receiving or possessing such property. Law Enforcement will be notified if theft is in excess of \$50.

(Grades 7-12).....\* .....3-day susp.....5-day susp.....expulsion

**18. Tobacco**--Possessing or using tobacco in district buildings, on district grounds, in district vehicles or at district events, in violation of district administrative regulation 406.5AR, Tobacco-Free Environment.

(Grades 7-12).....1-day susp.....3-day susp.....5-day susp.....5-day susp.

**19. Weapon or Look-alike Weapon, Possession**-- Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. Law Enforcement will be notified.

(Grades 7-12).....\*/expulsion

**20. Willful Damage of Property (Vandalism)**-- Defacing, cutting or otherwise damaging property that

belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff.

Law Enforcement will be notified if damage is in excess of \$50.

(Grades 7-12).....\* .....5-day susp.....expulsion

plus restitution plus restitution

**21. Misuse of Technology**-- Tampering with hardware or software or inappropriate use of available data in a school setting.

(Grades 7-12).....Loss of technology.....3-day susp.....5-day susp.....5-day susp.privileges

**22. Gang Related Activities**-- Any actions violating the gang policy on page 9 of this handbook.....Minimum: Student and/or parent/guardian conference

Maximum: Expulsion or exclusion

**23. Class Truancy**-- Class absences that are not school authorized or are absences not verified by a parent or guardian. These absences are counted in the fifteen (15) day maximum absence rule in each class.....1-day susp.....3-day susp.....5-day susp .....Adm/Parent Conf.

## **Section 4: Religious, Sexual, Racial Harassment**

### **RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE**

#### **District No. 390 Policy Against Religious, Racial and Sexual Harassment and Violence**

1. Everyone at District #390 has a right to feel respected and safe. This is our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the District office upon request.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW! DISCRIMINATION IS AGAINST THE LAW!**

**CONTACT: HUMAN RIGHTS OFFICER  
LAKE OF THE WOODS SCHOOL  
DISTRICT OFFICE  
P.O. BOX 310**

# **BAUDETTE, MN 56623**

## **218-634-2735**

### **HARASSMENT EDUCATION PROCEDURE**

Since a formal complaint as been filed and has been verified, it is the policy of Lake of the Woods to expose the offending students to an education program relating to harassment. The following explains the procedure that is aimed at achieving the stated competencies. Ineligibility of all school activities exists until the program is completed.

Step #1 - A block of time is to be set aside for the offending student to achieve the competencies. This is to be either a three (3) hour or six (6) hour block of time depending upon the "level" of seriousness established by our policy.

Step #2 - This step involves the completion of all competencies in written form. The education program that has been designed provides a very extensive list of resources that are available in our Media Center. This step can also involve the viewing of videotapes that can be rented through ECSU.

Step #3 - The final step involves an oral interview with a selected member of the staff or administration or both in which the offending party would orally express his/her mastery of each of the competencies listed. It is at this point that the staff member decides if the education has been adequate. The student is then to be returned to a normal class schedule.

### **HARASSMENT EDUCATION COMPETENCIES**

1. Ability to explain what the school district policy is regarding harassment as well as state laws that apply.
2. An understanding of the procedure that is in place for the school district in the handling of harassment complaints.
3. An understanding of the definition of harassment.
4. Ability to express an understanding of the behaviors that constitute religious, racial and sexual harassment.
5. Examination of the causes of harassment and an understanding of what was done that resulted in a complaint of harassment.
6. An ability to describe and understand the effects of harassment on the victim.
7. Ability to explain how sexual harassment in the school affects "learning", "attitudes", and "behavior".
8. An understanding of the belief that all people have the right to be safe and to be treated with respect and dignity.
9. An understanding of the necessity for confidentiality and its relationship to retaliation or intimidation.

## **Section 5: Miscellaneous Information**

### **LOCKERS**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without

a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as it is 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 police or school officials. Lockers are equipped with a combination lock. The combination to this lock is given only to you. You are advised not to give the combination to others. Report any difficulties with the lock to the high school office immediately. Locker clean-outs will occur periodically and will be announced. All lockers in hallways and locker rooms should be locked when not in use.

## **LOST OR DAMAGED MATERIALS**

Students will be required to pay replacement costs for lost or damaged school property.

## **PHONE CALLS**

Outgoing: a courtesy phone is available in the school commons for student use. Classroom phones are not intended for student use.

Incoming: Except in an extreme emergency, calls from outside the school will not be transferred to a student during the school day. The student body will be notified at 9:00 a.m., 11:55 a.m. and 3:00 p.m. that there are messages in the high school office for individuals. Messages from employers will not be forwarded to students.

Employers should contact their employees before or after school hours. It is the student's responsibility to listen to announcements and come to the office during lunch and after school to pick up their message.

## **VISITORS**

Lake of the Woods Schools will accept only those visitors who have legitimate business at school. Visitors are expected to register in the high school office and must leave promptly when their business is completed. Student visitors must have pre-approval from the high school principal. Student visitors must wear an identification badge when they are in the school building. Students from neighboring districts are not allowed to visit Lake of the Woods School if their home school is in session without the permission from their principal.

## **SCHOOL RECORDS**

You and your parents/guardians have the right to know what your school records contain about you. You and your parents/guardians have the right to know who has access to these records and why. Your records will not be disclosed to people outside of the school without you or your parents/guardians knowledge and permission, except by court order.

## **TESTING**

You have the right to refuse special psychological or assessment testing if your parents agree to this refusal.



## **PHYSICAL EDUCATION CLOTHING**

All students who participate in Physical Education class will be required to wear: tee-shirt, shorts or sweats, socks, and tennis shoes.

## **FUND-RAISING**

All fund-raising activities conducted by student organizations and class groups must have clearance by the principal as well as the group advisor before conducting such activities.

Local businesses should be called upon as much as possible to provide either the service or product to be used as the source of the fund-raiser.

## **PROM**

The prom is an event that is traditionally scheduled in April or May. Attendance at this event is limited to senior and junior students and their dates of high school age (high school being defined as grades 9-12) or those under 21 years of age.

## **HOMECOMING**

Homecoming is a Student Council project. The Student Council will be responsible for planning all activities related to Homecoming Week under the guidance of the Student Council advisor. All students in the senior class are eligible to be nominated as candidates for homecoming king and queen.

## **PEP FESTS**

Pep fests will be scheduled with the approval of the principal and director of the group sponsoring the pep fest. The time and place will be announced in advance. Pep fests are student council projects and will have an academic component whenever possible.

## **HALLWAY PASSES**

Students are expected to be in the classroom unless excused by the instructor. Any student in the hallway during assigned classroom hours must have a "student pass" from a teacher. Seventh and eighth grade students will use their student planners as hallway passes providing they are signed by a teacher.

## **CELL PHONES / ELECTRONIC DEVICES**

-Cell phones/personal electronic devices may be used for educational purposes in the classroom setting at the discretion of the teacher. If students wish to use a device for non-educational purposes, they may do so before school begins, between classes, during noon lunch break, and after school ends.

-Students are encouraged to turn all sounds off and leave electronic devices in their lockers during the school day. Devices must be turned OFF or silent while in a classroom, office, media center, locker room, or the auditorium.

-Laptop computers may be brought to school, but permissions and password must be secured by the school technology coordinator before a student may access our school network.

-If a cell phone/electronic device rings, vibrates, or is used for any reason without permission, a staff member will confiscate the device and bring it to the high school office.

-Refusal to surrender your phone when asked is insubordination, which will result in disciplinary consequences, including suspension. Parents or guardians will be contacted.

**Disciplinary actions will include:**

1<sup>st</sup> Offense – Confiscation of electronic device(s) and parent/guardian will be called. Students will pick up electronic device(s) at the end of their academic school day.

2<sup>nd</sup> Offense - Confiscation of electronic device(s) and parent/guardian will be called. Parent/guardian will pick up electronic device(s), and student and parent/guardian will meet with high school principal or administrative designee at the end of the student's academic school day.

3<sup>rd</sup> Offense – Confiscation of electronic device(s) and parent/guardian will be called. Parent/ guardian will pick up electronic device(s) and student and parent/guardian will meet with high school principal or administrative designee at the end of the school day. The **student will no longer be allowed to use cell phones/personal electronic devices during the school day (8:15 am to 3:05 pm) for a period of 2 months. Student will also receive 1 day of in-school suspension.** If students do not leave the device at home, they will bring it to the high school office before the school day begins (before 8:15 am) and pick it up at the end of their academic day. Students may not use electronic devices belonging to others during this penalty. If students are caught sharing devices, both will be disciplined accordingly.

**Any further offenses for using electronic devices inappropriately will follow the school handbook policy on insubordination.**

## **DANCES**

The following policies govern school dances:

-All dances will be terminated promptly at 12:00 midnight unless permission has been granted from the high school principal to extend the time of the dance.

-Guest's names and the name of the Lake of the Woods High School student who invited them are to be signed in the high school office no later than noon the day prior to the dance. Attendance of guests on the sign up sheet are subject to approval of the high school principal. Guests must be under the age of 21 to attend all high school dances. Copies of this list will be given to the chaperones and advisors of the sponsoring organization or class. One guest per student may be invited to the dances.

-The names of the guests will be checked against the list as the guests arrive.

-Admission to dances will not be granted after 10:30 PM. Once a student or guest leaves the school building during a dance, they may not reenter the building.

-Parents and law enforcement will be contacted if students or guests appear to be under the influence of alcohol or drugs.

-Chaperones will have the same authority over guests as over Lake of the Woods students.

-Each dance or party will be supervised by a minimum of two school personnel.

-Proper lighting will be provided.

-All Lake of the Woods School District rules apply to school dances.

-A member of the law enforcement department may be used to supervise. The sponsoring organization will pay the officer in attendance.

-Parents are invited to any and all dances and will not be charged admittance.

-The advisors and organizational leader will arrange for:

- a. Band contracts
  - b. Fill out building use form
  - c. Admission price
  - d. Ticket sales at entrance
  - e. Cash box and change
  - f. Chaperones
  - g. Pre-dance publicity including "b" above
  - h. Payment of band, janitor, law enforcement and proper receipts
- The dance application form must be signed by the advisor, principal, community education director, head custodian, and all chaperones.
  - The principal will not approve a band contract until the dance application form is properly completed and signed by the one advisor.
  - Dances must be scheduled at least two weeks in advance.
  - Students who work and would be arriving at a dance late should obtain prior permission from the high school principal and/or the dance chaperones. -

## **Section 6: Behind the Wheel Driver Education**

### **ELIGIBILITY FOR BEHIND THE WHEEL TRAINING**

All students in attendance at Lake of the Woods School are eligible to enroll in the classroom and "Behind the Wheel Training" Driver Education program. The Driver Education program at Lake of the Woods is administered through a private driving school operating independently of the school system. Questions may be directed the owner of the private driving school, Mr. Barry Westerlund at 634-1972.

## **Section 7: Fire Drills and Civil Defense**

### **FIRE DRILLS**

The signal for the fire drill is the continuous sounding of the fire horn. All students are to leave the building as quickly and orderly as possible by the exit indicated by the instructor. The signal to reenter the building is the sounding of the outside bell.

Minnesota State Law makes it a misdemeanor for any unauthorized person to start a fire drill. The fire drill is both a safety and a defense measure. When the fire buzzer sounds, the following directions should be carried out quickly and orderly:

1. Stop what you are doing.
2. Student nearest the windows should close them.
3. Use exits identified by your teacher.

### **CRISIS DRILLS**

Lake of the Woods will conduct crisis drills as required by state law. Students will be informed of the logistics for this drill via a public address system. Various drill scenarios will be conducted in accordance with our crisis management policy.

## **TORNADO DRILL**

An alarm will be sounded (a loud shrill siren, different from the fire alarm sound) for two (2) minutes. All students, staff, and other occupants of the building shall proceed immediately to pre-designated tornado shelter areas within the building. Inside your designated areas, **ALL STUDENTS & STAFF ARE TO BE In A SITTING POSITION WITH BACKS AGAINST WALLS OR LOCKERS, KNEES UP, HEAD BETWEEN KNEES, AND HANDS OVER YOUR HEAD. STUDENTS CAN BE SITTING IN ROWS.** As soon as the alarm is turned off and a complete walk thru of the building occurs, it will be announced over the P.A. System the “all clear” to return to your classrooms. Under no circumstances is anyone to be in the gym, the auditorium or any area that is not a designated tornado shelter area.

## **CODE RED**

- An announcement of a code of Code Red will be announced over the PA system throughout the entire school.
- When hearing this code all students who are not in their classroom, but have reported to a supervised area (media center, etc.) should remain at their assigned location, **DO NOT** report back to your classroom. Students in unsupervised areas (rest rooms, lockers, etc.) are to immediately return to their assigned classroom or the nearest supervised area. Wait for further instructions over the PA system
- If an evacuation of the building is necessary, there will be an announcement to this effect. Use the building exits as directed. Follow all directions announced over the PA system.

## **Attendance Check**

If the announcement is made for an attendance check, students should report back to their classrooms and teachers should record any students who are missing. Teachers may continue with regular classroom activities and students should remain in their classrooms until “attendance check complete” is announced.

## **Section 8: Athletics/Activities**

### **GENERAL RULES MSHSL OFFICIAL HANDBOOK ARTICLE VI Use of Mood-Altering Chemicals**

#### **Section I - Philosophy and Purpose**

**A. Philosophy of the Member Schools relating to the Use of Mood-Altering Chemicals, i.e., Alcohol, Tobacco, Drugs and Marijuana; also to Vandalism and Theft.**

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The MSHSL, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

**B. Statement of Purpose**

1. To provide consistency with MSHSL Constitution: "to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel."
2. To emphasize the school's concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among students.
4. To confirm and support existing state laws which restrict the use of such mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.
7. To assist students who should be referred for assistance or evaluation regarding their use of mood altering chemicals.

**Section II - Rules** At any time of the calendar year, regardless of the quantity, a student shall not use alcohol; use or possess tobacco; or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor.

**LAKE OF THE WOOD HIGH SCHOOL CATEGORIES I & II  
EXTRACURRICULAR ACTIVITY REGULATIONS**

**Activities in Category I**

<b>Girls Sports</b>	<b>Boys Sports</b>	<b>Other</b>
Volleyball	Football	Statisticians
Cross-Country	Cross-Country	Managers
	Basketball	
Basketball		

Hockey	Hockey
Golf	Golf
Softball	Baseball
Track & Field	Track & Field

### **Activities in Category II**

3-Act Play  
 Student Council  
 1-Act Play  
 FFA  
 Knowledge Bowl  
 Vocal Music  
 Annual Staff  
 Instrumental Music  
 Paper Staff  
 Robotics

### **PENALTIES FOR CATEGORY I VIOLATIONS**

1. First Violation: The student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater.
2. 2. Second Violation: The student shall lose eligibility for the next six (6) games or three (3) weeks in which the student is a participant, whichever is greater.
3. Third Violation: The student shall lose eligibility for the next twelve (12) games or four (4) weeks in which the student is a participant, whichever is greater.
4. Fourth and Subsequent Violation: Loss of eligibility for one (1) year. Penalties shall be accumulative beginning in 9th grade or when a student begins his/her initial participation in a varsity or B team sport. For students who participate in Level II activities, penalties shall accumulate from the freshman year.

### **PENALTIES FOR CATEGORY II VIOLATIONS**

1. First Violation: Ineligible for two (2) school weeks. The student, during the period of ineligibility, will not participate in concerts, contest, or public performances that are school related.
2. Second Violation: Ineligible for three (3) weeks. During the period of ineligibility the student will not participate in concerts, contest, or public performances that are school related.
3. Third Violation: Ineligible for four (4) weeks. The student, during the period of ineligibility, will not participate in concerts, contests or public performances that are school related.

4. Fourth And Subsequent Violation: Loss of Eligibility for one (1) year.

Note: Category I & II Violations: A student will be disqualified an additional nine (9) weeks if the student denies the violation and is subsequently found guilty of the violation.

## **APPLICATION OF CONSEQUENCES**

1. If a student is involved in Category I and Category II activities at the same time, the penalty will be simultaneous.
2. If a rule infraction occurs when a student is not involved in Category I activities, then the Category II penalty will go into effect. In addition, the Category I penalty will go into effect upon participating in a Category I activity.
3. During periods of ineligibility, the student will be allowed to practice and rehearse.
4. Forfeiture of school awards: Students involved in Category I activities will forfeit their school letters earned during the season of the violation.
5. Forfeiture of school awards for Category II participants: Students who violate High School League rules will forfeit all letters or awards earned during the season that the violation occurred.
6. If a student does not participate in an activity or sport for an entire season, he/she cannot use that season to eliminate penalty time. (The above two policies #4 and #5 affect Lake of the Woods awards only. Example: All-Conference awards would not be affected.)

\*If a student is not participating in an activity or sport and earns a violation, the length of the violation will determine whether or not his awards are affected.  
Example: if the period of violations carries into a season he will lose that season's awards.

\*\*Individual awards earned by students prior to a violation would not be forfeited (i.e. contest, etc.) A violation will not affect the student's grade in that particular class (i.e. band, chorus, etc.)

## **CO-CURRICULAR ELIGIBILITY RULES**

All rules of the Minnesota State High School League pertaining to residence, transfer of students between schools, and use or possession of tobacco, alcohol or narcotics apply to those students participating in all co-curricular activities. Penalties for violations of co-curricular is the same as Category II MSHSL. The verified use of alcohol and verified use or possession of tobacco, alcohol or narcotics at any time or place will result in the loss of letters or awards earned during the season in which it occurs.

## **BEHAVIOR OF ACTIVITIES PARTICIPANTS**

Activities participants are expected at all times to show a respectful attitude toward coaches, officials, bus drivers and all other persons. In those instances where an activities participant falls short of this rule, the activities participant may be required to meet with the coaches and the activities director, at which time a penalty may be assessed to the activities participant. The penalty could be as much as an 18-week suspension from all activities and/or suspension from an activity for one year.

## **OFFICIAL ELIGIBILITY INFORMATION SHEET**

Official eligibility information sheets must be signed by the student and the parent or guardian and returned to the coach before any student is allowed to begin practice.

### **PRACTICE DURING INELIGIBILITY**

A student who is declared ineligible for activities of the Minnesota State High School League shall not participate in interscholastic competition. However, the student will be required to practice during the period of ineligibility.

### **HUNTING SEASON**

An athlete will be excused from practice for one day per hunting season for hunting purposes, provided arrangements are made with the coach in advance.

### **PHYSICAL EXAMS**

All individuals in athletics must have physical exams every three years and parent approval (junior and senior high students). This includes student managers, statisticians and cheerleaders. No equipment is to be issued and no participation will be allowed until the student gives the coach a slip from the physician's office.

### **ACADEMIC ELIGIBILITY**

Academic eligibility requirements: Any student who has a reported failing grade at the time of a grade check (every three weeks) will be ineligible to participate in games until the student is passing all courses. Any student who receives one or more failing grades in any quarter and/or semester will not be eligible to participate in games for the following two week period. At that time students must be passing all classes to be reinstated as academically eligible. In addition, any student receiving a failing grade in the previous quarter or semester will be ineligible for the first one or two games of the new season, missing two (2) games for volleyball, hockey, basketball, baseball, and softball, and one (1) game for football, cross country, golf and track. Coaches may set higher academic standards than those listed in the student handbook.

### **SCHOOL ATTENDANCE AND ATHLETIC ELIGIBILITY**

Attendance in school is mandatory in order to participate in any athletic event, fine arts activity or practice. The only exception to this is a prearranged absence because of a medical or dental appointment or if the parent of the student has informed the school in advance that he/she will not be in school on that day. Special allowances may be made for unusual circumstances where students return from an event very late (e.g. long distances, bus breakdown, or tournaments.) The coach or advisor and the high school principal must approve this.

### **ATHLETIC PARTICIPATION FEE**



The School Board has instituted a participation fee in the athletic program for the purpose of partially defraying the costs of athletics to the school district. The fees are as follows:

High School: Football, Volleyball, Basketball, Hockey \$150

High School: Cross Country, Track, Baseball, Softball, Golf, \$125

Knowledge Bowl \$75

Junior High: Football, Volleyball, Cross Country, Basketball, Track, Baseball, Softball, Golf, \$75 Knowledge Bowl, \$37.5

One Act Play, Envirothon \$25

The participation fee must be paid prior to the start of practice for each sport. The limit that any family is required to pay per season for athletic participation is \$250.

Yearly limit per family is \$ 500 Payment should be made to the district office.

## **SEASON TICKETS**

Activity passes for athletics are available from the athletic director prices may change from year to year.

## **EQUIPMENT USE**

There will be no equipment issue charge, but the items checked out to students will be returned by students or they pay replacement cost by the end of the season.

Make sure the equipment is marked well and kept under lock at all times.

## **STATE TOURNAMENT ATTENDANCE**

The school district shall not provide transportation, tickets, or expense money for students going to any state tournament as a nonparticipant. The school district assumes no liability for students attending a state tournament as a spectator. Students shall make arrangements for such events like any normal absence with parental approval.

## **BUS TRANSPORTATION**

All students must ride school-sponsored transportation to be eligible to participate in the event unless the athletic director grants approval in advance. Students riding home with parents must provide written and oral permission to the appropriate coach or advisor.

## **REQUIREMENTS TO LETTER IN ACTIVITIES**

1. Know and follow the rules of the Minnesota State High School League and Lake of the Woods High School regarding training, the use of tobacco, alcohol and drugs, school conduct and attendance, as printed in the High School League Handbook and the student handbook of Lake of the Woods High School.
2. Be a good representative of Lake of the Woods High School by showing respect for the members and coaches of opposing teams, the officials of the games, and the faculty and students of Lake of the Woods High School.
3. Maintain self control at all times.

4. Attend all practices unless excused by the coach or due to illness.
5. Understand that all letters are awarded at the discretion of the coach.
6. In addition to the above requirements, qualifications will be determined by the supervisor in charge of the activity and communicated to parents and students.

## **SPECTATOR CODE OF ETHICS FOR INTERSCHOLASTIC ATHLETICS**

The spectator shall:

1. Realize that he/she represents the school just as definitely as does the member of a team, and therefore, has an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that, since the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social, and emotional well being of the players through the medium of contest, victory or defeat is in reality of secondary importance.
4. Treat visiting teams and officials as guests, extending them every courtesy.
5. Be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.