Lake of the Woods High School

Home of the Bears

Student Rights & Responsibilities Handbook

2026-27

Lake of the Woods High School
ISD390
236 15·• Ave SW
PO Box 310
Baudette, MN 56623
218-634-2510
www.lakeofthewoodsschool.org

Updated 7-27-26

Table of Contents

Academic Eligibility 6
Academic Lettering 8
Activity Fees.....8
Activity Policy & Eligibility.....7
Announcements 4
Appointments 6
Assemblies & Pep Fests 4
Assess Out Policy & Procedures.....16
Attendance Policy 5
Beverages & Food 4
Board of Education.....3
Bullying & Intimidation.....12
Calendar.....3
Camera & Surveillance 9
Canine Inspections.....9
Cell Phones/Electronic Devices 9
Class Period Schedule.....4
Classroom Expectations & Guidelines 4
College Credit Courses 16
Conferences.....9
Counseling Services 4
Credit Recovery 9
Cyberbullying 12
Dances.....9
Data Privacy, Directory Info. & Student Records...10
Deficiency Notes 10
Detention.....10
Disciplinary Action.....11
Discipline Policy 10
Dress Code 14
Driver's Education 14
Drugs/Controlled Substances/Alcohol/Tobacco 12
Eighteen-Year-Old Students 14
e-Learning Days.....14
Emergency Evacuation Procedures/Drills 14
Emergency/School Closings & Delays 15
Equal Education Opportunity.....15
Equipment Use.....15
Event Rules.....15
Expenditure of School Funds 15
Extra-Curricular Activities.....15
Field Trips 15
Forfeiture of Awards.....15
Fundraisers 15
Good Standing 15
Grade Level Placement for Senior High.....16
Grading Percentages 16
Grading Policy.....16
Graduation Ceremony.....17
Graduation Requirements 17
Hazing.....13
Homebound Instruction 17
Homecoming.....17
Honor Roll 18
Honor Students 18
Illness/Injuries/Nurse.....18
Immunizations.....18
Incomplete Coursework 18
Insurance 18
Internet Use Expectations 18
Interviews (Students & Outside Agencies 19
Junior High Promotion & Retention.....19
Leaving School Grounds.....19
Lockers & Locks 19
Lost & Found 19
Lunch/Breakfast..... 19
Make-Up Work..... 19
Medication 20
MCA's 20
Minnesota Honor Society..... 20
Minnesota State High School League 20
Mission & Vision Statement..... 3
Money, Valuables, & Personal Property 20
Noon Privileges 20
Off Campus Misconduct 21
Open Enrollments/PSEO..... 21
Parent Access 21
Passes..... 21
Physical Exams 21
Plagiarism..... 21
Pledge of Allegiance..... 21
PBIS 22
Posters/Flyers..... 22
Principal's Letter 2
Prom..... 22
Public Display of Affection 22
Publications & Activities (School Sponsored) 22
Reasonable Force Statement..... 22
Report Cards 22
Schedule Changes 5
Scheduling Activities..... 22
School Day 4
School Pictures..... 22
School Property 22
School Responsibilities & Authority 3
School Song 23
School Telephone Directory 3
Search Students' Lockers, Desk, Personal
Possessions & Persons..... 23
Senior Privileges..... 23
Sexual/Racial/Religious Harassment & Violence.. 13
Staff 23
State Tournament Attendance..... 23
Student Council/Class Officers 23
Students in Building After School 24
Student Rights & Responsibilities..... 3
Suspension..... 11
Suspension Pending Expulsion or Exclusion..... 12
Tardies..... 24
The Pupil Fair Dismissal Act of 1974..... 24
Title IX & Section 504 25
Transportation Policy..... 24
Trespassing 24
Truancy..... 6
Unpaid Bills..... 24
Valedictorian/Salutatorian..... 17
Vehicles 25
Visitors..... 25
Weapons 13
Weather Related Closures..... 25
Weighted Grades..... 16

Dear Students and Parents/Guardians,

Welcome to Lake of the Woods School and the 2026-27 school year!

Our focus as a school is to provide opportunities for all students to succeed. Your involvement and support are a vital component in accomplishing the mission of Lake of the Woods School District 390. With students, parents/guardians and school staff working together, we will make this an outstanding year.

To help you be successful, this handbook containing an explanation of school expectations and policies for students in grades 6-12 has been prepared for your reference. It is important that you become familiar with the procedures and regulations that govern the school. All students are required to abide by the Rights and Responsibilities Handbook. Some rules are condensed in this handbook; however, complete policies are available on the district website. Students and parents/guardians, please take time to read and discuss the Student Handbook and to keep it handy for future reference.

If at any time you have questions about the information in this handbook, please contact me at 218-634-2510.

As your principal, I would personally like to welcome you. I am looking forward to a successful year as we focus on the District vision to strive to be a premier school district that inspires and prepares all learners to thrive today and tomorrow. Together students, parents/guardians, faculty, staff and administration will achieve a rewarding year for each student at Lake of the Woods School.

Sincerely,

Lake of the Woods School Principal

Go Bears!

Mission

To ensure that all learners achieve their highest potential and become contributing citizens in a rapidly changing world.

Vision

To be a premier school district that inspires and prepares all learners to thrive today and tomorrow.

This handbook and its contents were approved by the Lake of the Woods School Board of Education at the July 2026 Board meeting. Several of the policies in the student handbook are condensed. The handbook may be changed or amended anytime during the school year. Updated handbooks are posted on the District website.

SCHOOL RESPONSIBILITY AND AUTHORITY

All employees and students of Lake of the Woods School have the responsibility to enforce school regulations. The principal, teachers, office personnel, cooks, bus drivers, student supervisors, paraprofessionals, custodians and fellow students have the right and responsibility to address those who violate school rules.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to: attend school and an education as provided by law, including the right to classroom instruction and individual study without interruptions, disruptions or distractions; free speech and expression as long as such expression is not libelous or obscene, does not interfere with the rights of others or disrupt the school setting.

Student responsibilities include regular attendance; 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. Students share with the administration and staff the responsibility of establishing and maintaining a safe, stimulating and productive learning environment.

BOARD OF EDUCATION

Craig Severs, District 1
Boyd Johnson, District 2
Nate Hayes, District 3
Robyn Sonstegard, District 4
Kayla Johnson, District 5
Jerem Haack, District 6

SCHOOL TELEPHONE DIRECTORY

District Office: 218-634-2735 ext 1501
Main Office: 218-634-2510 ext 1421
Main Office Cell Phone: 218-434-0427
Health Office 218-634-2510 ext 1522
Superintendent: 218-634-2510 ext 1506
Principal: 218-634-2510 ext 1436
Transportation Director: 218-634-2510 ext 1515

CALENDAR

Teacher Inservice.....August 31 - September 2
High School Open House.....September 2
First Day of School.....September 8
Mid Quarter 1.....October 2
No School, MEA Break.....October 15 – 16
End of Quarter 1, Noon Dismissal.....November 6
Parent Teacher Conferences.....November 12
Thanksgiving Break.....November 26 – 27
Mid-Quarter 2.....December 11
Christmas Break.....December 23 – January 1
No School, Teacher Inservice.....January 18
End of Quarter 2/Semester 1, Noon Dismissal.....January 22
No School, President's Day.....February 15
Mid-Quarter 3.....February 24
No School, Teacher Inservice.....March 8
End of Quarter 3, Noon Dismissal.....March 25
No School, Easter Break.....March 25 – 29
School Showcase.....April 8
Mid-Quarter 4.....April 23
End of Quarter 4 / Semester 2, Last Day of School, Noon Dismissal.....May 27
Graduation, 5:00 PM.....May 28
Teacher Inservice.....May 28

SCHOOL DAY

School starts at 8:15 a.m. and dismisses at 3:05 p.m. Classes are 51 minutes long and are followed by a 4-minute passing period. You are tardy to class if you are not in the classroom when the bell rings.

CLASS PERIOD SCHEDULE HIGH SCHOOL

Regular Day (1)

First Bell	8:10 a.m.
Period 1	8:15- 9:06
Period 2	9:10-10:01
Period 3	10:05 - 10:56
Period 4	11:00 - 11:51
Lunch	11:51 - 12:21
Grades 9-10-11-12	11:48
Grades 6-7-8	11:51
Period 5	12:24 - 1:15
Period 6	1:19 - 2:10
Period 7	2:14 - 3:05

First Day of School (3)

First Bell	8:10 a.m.
Assembly in Auditorium	8:15 - 8:30
Class Meetings	8:34 - 9:30
Period 1	9:34 -10:19
Period 2	10:23 - 11:08
Period3	11:12-11:51
Lunch	11:51 - 12:21
Grades 9-10-11-12	11:48
Grades 6-7-8	11:51
Period 4	12:24 - 1:01
Period 5	1:05 - 1:42
Period 6	1:45 - 2:23
Period 7	2:27 - 3:05

Class Meetings Schedule (2)

First Bell	8:10 a.m.
Period 1	8:15 - 9:00
Period 2	9:04 - 9:49
Period 3	9:53 - 10:38
Period 4	10:42 - 11:27
Class Meeting	11:31 - 11:52
Lunch	11:52 - 12:22
Grades 9-10-11-12	11:49
Grades 6-7-8	11:52
Period 5	12:25-1:10
Period 6	1:14 - 2:11
Period 7	2:15 - 3:05

2 Hour Late Start (4)

First Bell	10:10 a.m.
Period3	10:15-10:48
Period 4	10:52 - 11:25
Period 5	11:29 - 12:02
Lunch	12:02 - 12:32
Grades 9-10-11-12	11:59
Grades 6-7-8	12:02
Period 1	12:36 - 1:09
Period 2	1:13 - 1:48
Period 6	1:52 - 2:25
Period 7	2:29- 3:05

ANNOUNCEMENTS

Announcements will be posted daily on the electronic messages monitors and periodically read over the intercom.

ASSEMBLIES AND PEP FESTS

Assemblies are held for the benefit of students, and therefore, require full participation of all students. Students contribute to the success of assembly programs by being on time and taking assigned seats promptly, showing appreciation and consideration by being attentive and applauding with vigor and pep.

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. Each head coach may request one pep fest per season. Additional pep fests may be scheduled for tournament play.

BEVERAGES & FOOD

Beverages and food items are permissible in the common areas as long as they do not cause a problem and garbage is disposed of properly. Items are allowed in the classroom with teacher's approval.

CLASSROOM EXPECTATIONS AND GUIDELINES

The teacher will post classroom expectations at the beginning of the semester/year. Academic dishonesty will be addressed by each teacher, which may result in loss of credit for the academic task(s) in question.

COUNSELING SERVICES

The school has a social worker who is available every day. Students can meet individually, in small groups, or in the classroom. Contact the social worker for more information.

SCHEDULE CHANGES

Students may drop and add courses for the upcoming semester prior to the beginning of the next semester as well as make schedule changes the first two days of the new semester. All schedule changes must be approved by the principal and should be made for the following reasons: (1) a change in career goals, (2) to meet graduation requirements, and (3) teacher recommendation.

Schedule changes will not be allowed after the second day of the semester except in cases to be determined by the teacher(s) involved, the student and/or parent making the request, and the principal.

ATTENDANCE POLICY

It is the responsibility of the parent / guardian to ensure student school attendance; to inform the school when there is an absence; and to work cooperatively with the school to solve any attendance problems that may arise. A parent/guardian is to call the main school office if their child is going to be absent. If a call is not received at the office by 8:45 a.m., the school secretary will call to verify the absence. Attendance is checked each period.

Upon returning to school after an absence, students are to report to the school office with a note unless their parent/guardian has called in the absence. Students are expected to make up work for all absences and will have two days after returning to school complete the makeup work.

A student who leaves school during the day will be excused only through the office with the consent of his/her parent/guardian and must sign out and exit through main doors.

Excused absence indicates an absence from school with parent/guardian consent and school permission. The following are excused within the limits per semester:

Child illness, medical, dental, orthodontic or counseling appointments including appointments conducted through telehealth, family emergencies, the death or serious illness or funeral of an immediate family member.

School sponsored activity.

Suspension.

Parent requested and approved absences i.e. family vacations, hunting, fishing etc. Parents must submit a written request stating date/time and the reason for the absence prior to the absence.

Extended leave requests: Students who know they will be absent for an extended period of time (e.g. family trip) should notify the office 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 absence maximum.

Unexcused Absences include absences detected by the school and not verified by the parent as an excused absence other than those listed above. Any absences in which a student and/or parent/guardian fails to comply with reporting attendance procedure is unexcused. Examples of unexcused absences include but are not limited to:

Truancy, any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures, work at home, work at a business except under school work release, absences resulting from cumulated unexcused tardies (3), missed bus, overslept, excessive visits to the nurse determined by the nurse and reported to the main office, car trouble, running late, not having the right clothing, shopping, haircuts, tanning, child care of siblings/babysitting.

Students not attending their regular schedule or leaving the school building without arranging necessary permission of the office personnel will be marked unexcused or skipping even if parents attempt to excuse the absence.

The following procedure will be used in dealing with unexcused absences: Student and parent will be notified of the unexcused absence. The student will be required to make up missed work and will be warned about academic and activities eligibility.

The school reserves the right to refuse excusing an absence when requests become excessive. Once a student and parent/guardian have been given notification, future absences will be unexcused unless documentation signed by a health care provider for absence is presented to the school.

Each period of unexcused absence will be assigned detention to make up the missed time.

Loss of Credit: Students who incur 10 excused/unexcused absences in a semester may lose credit and be assigned the grade of NP (No Pass). The teacher will arrange a meeting with the student and parent to address the issue.

School authorized absences do not count toward loss of credit.

The student, the student's parent/guardian has the right to appeal the loss of credit and removal from class due to excessive absences. The student must contact administration for the appropriate materials and procedures to make their appeal within three days of the No Pass Notice.

TARDIES

Students are expected to be in their assigned areas at designated times. Students who arrive to class after the final bell but before 5 minutes will be marked tardy.

Students tardy at the beginning of their school day must report to the office for an admission slip to class. Students who are 5 minutes or less late will be marked tardy. Students arriving after 5 minutes will be coded as an absence.

A student arriving late for class will be charged with an unexcused tardy unless he/she provides a tardy admit from another faculty member, administration (or designee), or the high school secretary.

Students who drive to school will not be excused for arriving late other than for reasons considered legitimate by administration (or designee).

Three times of unexcused tardy will be assigned noon detention to make up the missed time.

TRUANCY

Pursuant to state laws and regulations, students shall be in attendance each day that school is in session. Minn. Stat. 260A.02 provides that truancy is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120A.22 and is absent from instruction in a school without valid excuse within a single school year for three or more class periods on three days for students in grades 6-12. Parents will be notified by email after three to seven periods or three days of unexcused absences. Upon 5 days of truancy, notification will be sent requesting a conference with the parents and student to set-up a contract. The appropriate county authorities will be notified of habitual truant status after 10 days of truancy. Parent/Guardian will also be notified of the referral. Habitual truant reporting is based on cumulative days of truancy within a single school year.

APPOINTMENTS

Appointments for medical, dental, counseling, or other areas should be made outside of school time or during free periods.

ACADEMIC ELIGIBILITY

The regulations for activities sponsored by the Minnesota State High School League (MSHSL) will pertain to all Lake of the Woods High School events. Local band and choir concerts are excluded from this policy.

In addition to MSHSL eligibility requirements, these expectations are in effect for LOW High School students:

Grades will be calculated mid-quarter and end of quarter. Students will be notified by teachers and coaches that they must attend study time.

Students in extra-curricular activities receiving an F in any class are required to attend study time daily for 45 minutes following mid-quarter grading period until the F is made up with a passing grade.

Students who receive an F at the end of a quarter will be required to attend study time for 45 minutes daily for 5 days. If a student fails a semester 1 class, they miss a game. Students receiving an F semester 2 are subject to attending study time during summer school to make up the credit in order to be eligible to participate in fall sports. If the credit is not made up, they will miss a game in the fall.

Students attending study time following the grading period will be eligible to participate in activities.

Students who fail to attend study time will be ineligible to participate in extra-curricular activities as defined in Category I and Category II. Students will be allowed to attend but not participate in or leave the building for non - academic school events.

Recording Student Time Served

Students may serve study time with the teacher of the class they received an F. The teacher will indicate the date and time of completed study time through email to the study time supervisor. It is the student's responsibility to arrange this time with the teacher

Parent Communication

Parents are encouraged to utilize ParentVue for checking their children's grades on Synergy.

Student Activities

Ineligible students will not be allowed to participate in school events such as school plays, Student Council sponsored activities, dances, banquets, concession stand workers, activity meetings, field trips, assemblies, etc.

Student Consequences for Missing Study Time

Student will not be allowed to participate in that day's practice or event.

Study Time Guidelines

All students are encouraged to attend study time at any time throughout the school year.

Monday through Friday

Times:	7:25 - 8:10 a.m. and 3:10 - 3:55 p.m.
Location:	Media Center
Credit:	Credit is given for time on task working.

Academic Eligibility Schedule 2026-27

October 2	**Mid Quarter 1**
October 6	Grading Period Grade Check, Grades Submitted
October 7	Student/ Parent Access to Grades
October 12	Begin Attending Study Time, Academic Eligibility List in Effect Until November 6
November6	**End Quarter 1**
November 10	Grading Period Grade Check, Grades Submitted
November 11	Student/ Parent Access to Grades
November 16	Begin Attending Study Time, Academic Eligibility List in Effect Until December 16
December 11	**Mid Quarter 2**
December 15	Grading Period Grade Check, Grades Submitted
December 16	Student/ Parent Access to Grades
December 21	Begin Attending Study Time, Academic Eligibility List in Effect Until January 20
January 22	**End Quarter 2, Semester 1**
January 26	Grading Period Grade Check, Grades Submitted
January 27	Student/ Parent Access to Grades
February 1	Begin Attending Study Time, Academic Eligibility List in Effect Until February 24
February 24	**Mid Quarter 3**
March 2	Grading Period Grade Check, Grades Submitted
March 3	Student/ Parent Access to Grades
March 9	Begin Attending Study Time, Academic Eligibility List in Effect Until March 24
March 25	**End Quarter 3**
March 30	Grading Period Grade Check, Grades Submitted
March 31	Student/ Parent Access to Grades
April 5	Begin Attending Study Time, Academic Eligibility List in Effect Until April 28
April 23	**Mid Quarter 4**
April 27	Grading Period Grade Check, Grades Submitted
April 28	Student/ Parent Access to Grades
May 3	Begin Attending Study Time, Academic Eligibility List in Effect Until May 26
May27	**End Quarter 4, Semester 2**
June 1	Grading Period Grade Check, Grades Submitted
June 2	Student/ Parent Access to Grades
June 7	Begin Attending Study Time, Academic Eligibility List in Effect Until Mid-Quarter 1, 2027 unless students attend summer school to make up the credit.

ACTIVITY POLICY AND ELIGIBILITY

In order to participate in extra-curricular activities, students must meet the following guidelines: Present a current physical (athletes only)

Be under 20 years of age
Must meet Minnesota High School League Eligibility Guidelines Carry the required number of credits for graduation
Be in regular attendance, having enrolled at least two weeks before being in a game Students and parents/guardians sign eligibility agreement.

Attendance: A student must be present in school for all classes the day of a practice or performance in order to be eligible to participate in that practice or performance. The principal may waive this policy in extenuating circumstances prior to the event. Students in evening activities or performances are expected to be in attendance the following day.

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

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.

Suspension: Students who have been suspended from school (OSS) are not allowed to participate in practices or competitions during the suspension period.

Travel: Students who participate in team events or participate in school activities must ride in school sponsored transportation to and from the activity unless the activities director grants approval in advance. Students may be released directly and in person to parents/guardians. Students riding home with parents must provide written permission to the appropriate coach / advisor. The school reserves the right to deny any request for alternate transportation. Any special circumstances must be arranged with the activity director or principal in advance.

Conduct: A display of unsportsmanlike conduct toward an opponent, official, judge, or coach or use of profanity during a practice or contest will result in disciplinary action and/or suspension. Conduct unbecoming a student who represents the school in any extra-curricular activity may be suspended from participation in an event(s).

Letters: Completion of the season of participation is required in order for the student to be eligible for a letter or other group/team or individual awards. Students receiving a MSHSL violation during a given season will not be eligible to letter for that season. Guidelines for earning letters are determined by each head coach/advisor.

Suspensions/Violations: Suspensions are administered according to MSHSL guidelines.

Categories I - athletic teams, penalties are outlined in the MSHSL eligibility bulletin.

Category II - all other activities, penalties will follow the same penalty structure as Category I - except Category II penalties shall not exceed 12 weeks.

An event is considered any MSHSL activity, scheduled games, and any other activity listed by the school. Category I suspensions can be satisfied only with Category I events. Category II suspensions can be satisfied only with Category II events. Each category will be treated individually.

Category I events: Volleyball, Football, Cross-Country, Basketball, Hockey, Golf, Softball, Baseball, Track & Field, Statisticians, Managers.

Category II events: All MSHSL sponsored events and the following: Music (band and choir) Concerts, Graduation, Pep Band Performances, Speech and Drama Contests, School Play Performances, Knowledge Bowl, Robotics, Competitive Events, and State Events.

Other Events: Students who are suspended from events or academically ineligible will be ineligible to participate in any other high school sponsored events until they are eligible under either Category I or II guideline. Only the events listed will count toward Category I or II eligibility. (Examples of other events: Student Council sponsored activities, dances, banquets, concession stand workers, activity meetings, field trips, etc.)

If a student is questioned about an incident, denies it, and is later found lying, he/she will be suspended for an additional time as per MSHSL rules.

A student will not be declared ineligible from an activity that is part of a classroom assignment. Events will not count toward completion of a penalty if a student either quits or is suspended from an activity before its completion.

The burden of regaining eligibility will rest on the shoulders of the student in violation. Before they will be taken off the ineligibility list, they must prove to the administrator that they have completed their penalty.

A student may be disciplined on the word of a responsible adult if the accusing party is an eyewitness and is willing to sign a written statement to that effect.

Any student who demonstrates poor citizenship (cheating, disorderly conduct, gambling, theft, vandalism, physical or verbal abuse, harassment, fighting, assault, defiance of authority, etc.) on or off campus may lose eligibility to participate in LOW co-curricular activities. The principal and activities' director will review misconduct reports on an individual basis and set the length of ineligibility.

ACTIVITY FEES

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

High School: Football, Volleyball, Basketball, Hockey $160
High School: Cross Country, Track, Baseball, Softball, Golf $160
High School: Knowledge Bowl, One Act Play $85
Junior High: Football, Volleyball, Cross Country, Basketball, Track, Baseball, Softball, Golf $85
Junior High: Knowledge Bowl, One Act Play $45

The participation fee must be paid prior to the start of practice for each sport. Yearly limit per family is $525.

ACADEMIC LETTERING

Academic letters will be awarded for superior achievement in academic endeavors. In order to be considered for an academic letter, a student in grades 10 -12 must meet the following requirements:

Must have achieved 3.5 GPA the last two semesters.
No grade below a C.
Silver Star awarded to students for five consecutive semesters of a 3.5 GPA and no C's.
Gold Star awarded to students for seven consecutive semesters of a 3.5 GPA and no C's.

CAMERA SURVEILLANCE

Lake of the Woods School is under camera surveillance at all times. Due to data privacy, monitoring is restricted to administration and/or law enforcement.

CANINE INSPECTIONS

Lake of the Woods School is contracted with Interquest Detection Canines, Inc. to provide random, unannounced inspections of all locations in the district. The canines are trained to detect the presence of illicit drugs, alcohol, prescription and gunpowder-based items. If prohibited items are detected and found, the district will initiate the appropriate disciplinary action.

CELL PHONES/ ELECTRONIC DEVICES

Cell phones/personal electronic devices/earbuds may not be used during the school day 8:10-3:05. For grades 6-8 devices must be turned off and kept in lockers or backpacks. For grades 9-12 devices must be turned off or silent and out of sight. Devices may be used during lunch break for grades 9-12.

Laptop computers may be brought to school, but permissions and passwords must be secured by the school technology coordinator before accessing the school network.

If a cell phone/electronic device rings, vibrates, or is used for any reason, a staff member will confiscate the device and bring it to the high school office.

Refusal to surrender your device upon request is insubordination, which will result in disciplinary consequences, including suspension. Parents/guardians will be notified.

Extenuating Circumstances: Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times, but must adhere to all other expectations of the cell phone policy. Contact the principal if there is an essential need for a phone for approval. In case of medical necessity or emergency, a student should have a health plan or prior approval.

Disciplinary actions will include:

1st Offense - Confiscation of electronic device(s) and parent/guardian will be notified. Student will pick up electronic device(s) at the end of their academic school day.

2nd Offense - Confiscation of electronic device(s) and parent/guardian will be notified. Parent/guardian will pick up electronic device(s).

3rd Offense and additional offences - Confiscation of electronic device(s) and parent/guardian will be notified. Parent/guardian will pick up electronic device(s). The student will no longer be allowed to have a cell phones/personal electronic device in their possession during the school day (8:15 am to 3:05 pm) for a period of 1 month. 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.

CONFERENCES

Parent Teacher Conferences are scheduled in the fall and anytime throughout the year as requested by parent or teacher. In the spring Lake of the Woods School holds a School Showcase which everyone is encouraged to attend. Conferences in the spring are as requested.

CREDIT RECOVERY

Credit recovery in some content areas is possible through Acellus, an online format. 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 Principal as well as teachers in which the credit recovery is being sought. We are here to assist you in planning for success, but it is solely the student's responsibility to complete all course requirements to graduate.

DANCES

Arrangements for school dances must be made with activity or class advisors and approved by administration. The sponsor with administrative approval will set admission charges and grades allowed to attend the dance.

There are to be no dances on nights before school days the next morning. All school dances will end by 11:30 p.m.

Students must secure four staff members as chaperones for social functions. Both male and female chaperones must be represented at each function. The advisor of the organization sponsoring the dance will be in charge and will assume the responsibility for instructing other chaperones as to their specific duties.

The advisor of the sponsoring group will notify the local police as to time, place, and date of the dance.

Dances may be scheduled for students in grades 6-8 and 9-12 to attend together. Those in attendance at dances must be presently enrolled Lake of the Woods School students or properly approved guests. Guests must be under 21

years of age. Guests at dances may be from other schools provided the principal has received and approved the dance permission form by Thursday preceding the event.

Students must remain at the function until they are ready to leave permanently. Once a student has left the building, he/she will not be permitted to re-enter.

DATA PRIVACY : DIRECTORY INFORMATION AND STUDENT RECORDS

Directory information is public and includes the following: parent's name, address and telephone listing; student's name, address, telephone listing, date and place of birth, dates of attendance, degrees and awards received, and the most previous educational institution attended. Public information shall include team roster information such as height and weight, names and pictures of students participating in or attending co-curricular activities, school events, and Minnesota State High School League activities or events. Pictures and names in the school annual, website, and local newspapers are also considered directory information. Students or parents who do not want directory information released to the media should inform the high school office in writing by September 12th of each school year.

Students and parents/guardians have the right to access to school records. Student's records will not be disclosed to people outside of the school without the student's or parents/guardian's knowledge and permission, except by court order.

DEFICIENCY NOTICES

Deficiency notices will be emailed to inform parents when students are in danger of failing due to poor grades. This will be done on a midterm basis: in addition, teachers will 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. Grades are available to be checked online through ParentVue.

DETENTION

Faculty, support staff, and administrators may require a student to serve a detention as a disciplinary consequence.

School District personnel have the authority to detain students after school, or at noon for disciplinary reasons.

Teachers may require assignments to be completed during detention.

Staff provides written notice to a student who is to serve a detention. The notice includes explanation of student behavior, reason for detention, and the date for detention to be served.

The student must serve the detention on the next scheduled detention day or arrange to serve the detention at an alternate time. Detention will be during noon hour unless otherwise assigned by the person assigning detention. Failure to serve detention will result in further corrective action, which may include additional detention, parent conference or suspension. A notice is sent to the parents (email) informing them of the incident and detention.

DISCIPLINE POLICY

In accordance with Minnesota Statutes, Section 121A.61 Lake of the Woods High School has developed the following discipline policy.

All students shall be held responsible for their behavior and for knowing and obeying policies, rules and regulations. Teachers and coaches may have their own set of classroom rules as well as those stated in the student handbook.

Disciplinary action shall be taken against students for any behavior which is disruptive or which violates the rights of others. The following are examples of unacceptable behavior subject to disciplinary action by the School District:

Damage to or destruction of school property or the property of others, including, but not limited to, arson, breaking and entering, theft, trespassing, unauthorized usage, or vandalism;

The use of profanity or obscene language, or the possession of obscene materials;

Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds;

Using, possessing or distributing tobacco, alcohol, intoxicating substances, narcotics, drugs or other controlled substances on school premises or at school-sponsored activities.

Using, possessing or distributing weapons or other dangerous objects at school, on or near school premises or at school-sponsored activities;

Violation of any local, state or federal law such as inappropriate or criminal activity;

Violation of school procedures or acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

Violation of school bus or transportation expectations, parking or school traffic rules;

Violation of locker expectations or improperly gaining access to a school locker;

Possession or distribution of slanderous, libelous or pornographic materials;

Student attire and personal grooming which creates a danger to health or safety or creates a disruption to the educational process;

Falsification of any records, documents, notes or signatures;

Sexual abuse, assault and/or harassment, illegal or inappropriate sexual conduct or indecent exposure;

Fighting or any assaultive behavior, real or threatened;

Harassment, interference or obstruction, restraint, attack with a weapon;

Verbal assaults, either oral or written, by a student toward another student, teacher or other School District personnel, including degrading conduct and inappropriate, abusive, threatening, or demeaning actions based on race, religion, gender, handicap, ethnicity, or national origin;

Physical or verbal threats by a student, including, but not limited to, the reporting of dangerous or hazardous situations that do not exist;

Violation of school regulations, policies, procedures, or disruptive acts committed by students to and from school, including time spent on school buses and in lunchrooms;

Other acts, as determined by the School District, which are disruptive of the educational process or dangerous or violate rights of others.

DISCIPLINARY ACTION

All students are to act in a responsible manner. Students who are causing a disturbance when it disrupts learning of other students will be disciplined. Staff will contact parent/guardian by telephone, email, or use a detention or discipline referral form. If the student is too disruptive to be dealt with in the classroom, or repeatedly breaks the rules, the student will be referred to the principal. A student sent to the principal's office for disciplinary reasons, is to go directly to that office. If the principal is not in the office, the student may attend the next class period. The teacher will submit a written report of the problem as soon as possible.

The adult addressing the issue will deal with incidents in halls, in the lunchroom, or on the school grounds. Flagrant acts, repeated offenses or excessively disruptive actions that are referred to administration will result in further disciplinary action.

The principal may impose or recommend longer suspensions, expulsions or any other discipline as appropriate on a case-by-case basis.

Law enforcement will be notified if deemed necessary. In these situations, an attempt will be made to notify the parent/guardian. A parent conference will be held as needed for parental input in seeking solutions to your student's behavioral needs.

Disciplinary action may include but is not limited to: removal from class, conference with a teacher, school social worker, staff member, or principal, detention, loss of school privileges, parent/guardian conference with school staff, restitution, or referral to Social Services or outside agency, referral to law enforcement or other appropriate authorities, suspension, exclusion, and expulsion.

The above-described disciplinary actions are a representative, but not necessarily exhaustive, example of disciplinary actions that may be imposed against a student for violation of District policies and rules.

SUSPENSION

Suspension will be assigned for willful disobedience, habitually disobeying a school rule, habitual truancy, swearing or use of suggestive body language or gestures, use of vulgarity, theft, harassment, physical contact/fighting, use or possession of vaping devices, tobacco, alcohol, drugs/chemicals, or threatening the safety of others or for other reasons listed under discipline.

Suspension means action taken by the school administration prohibiting a student from attending the classroom for a period up to and including ten days. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days.

Suspension may be in-school suspension or out of school suspension under the direct supervision of his/her parents/guardians.

The administrator will notify the student of grounds for suspension except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practical following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present their explanation.

The district shall make reasonable efforts to notify the parent/guardian of the suspension by telephone as soon as possible following suspension. In the event a student is suspended without an informal administrative conference because the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent/guardian within 48 hours of the suspension. Written

notice will include grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of Minnesota Statute Sections 121A.40 to 121A.56. Service by email is complete upon sending.

Students are not permitted to engage in school activities on the day of a suspension. 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.

SUSPENSION PENDING EXPULSION OR EXCLUSION

A student may be suspended pending the school board's decision in the expulsion or exclusion hearing if alternative educational services are implemented to the extent that suspension exceeds five days.

"Expulsion" means an action taken by the Board of Education to prohibit an enrolled student from further attendance for a period that shall not extend beyond one calendar school year. The authority to expel rests with the Board of Education.

"Exclusion" means an action taken by the Board of Education to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the Board of Education.

All expulsion and exclusion proceedings will be conducted pursuant to, and in accordance with, the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes 127.26 through 127.39.

BULLYING AND INTIMIDATION

An act of bullying and/or intimidation, either by an individual or group of students is prohibited on school property, or at school functions. It is the district's intent to prevent bullying and intimidation and to act to investigate, respond, and discipline.

Bullying is a repeated action directed at a person or group of people by one or more people to cause intentional negative action. It means any written or verbal expression, physical act or gesture, direct or indirect actions, or a pattern of behavior by a student or group of students that is intended to cause distress to another. Bullying includes, but is not limited to harming a student, damaging a student's property, placing a student in reasonable fear of harm, creating a hostile environment for a student, or verbal taunting (name-calling, defamation, racists slurs, untruthful accusations, threats, suggestive remarks, etc.).

Upon receipt of a complaint/report of bullying and/or intimidation, an investigation by school officials, or a third party designated by school officials will commence. Steps will be taken to protect the reporter and students involved. Upon completion of the investigation, appropriate action will be taken that may include warning, detention, suspension, exclusion, expulsion, or transfer.

The school district will discipline or take appropriate action against any person 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.

CYBERBULLYING

. Cyberbullying is the use of electronic communication (SMS, text, apps or online social media, forums, gaming) where people can view, participate in, share content. Cyberbullying includes sending, posting or sharing negative, harmful, false, threatening, intimidating or mean content about someone else. 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.

DRUGS/CONTROLLED SUBSTANCES/ALCOHOL/TOBACCO

It is a violation for students to possess and/or use alcohol, intoxicating beverages, drugs, drug paraphernalia, controlled substances, mood-altering substances, misuse of over-the-counter drugs, or misuse of prescription drugs, product containing tobacco, lobelia or nicotine, alternative tobacco/nicotine/lobelia products, vaping devices and products, including but not limited to sticks, orbs, strips, snus, toothpicks, mints or nasal spray intended for human consumption. The odor of alcohol or illegal substances on the breath or person of a student is cause for disciplinary action. Sale or attempted sale of alcohol, controlled substances, mood-altering substances or prescription drugs will result in an exclusion and/or expulsion. Reference MN Statute 144.4165.

Alcohol - refers to the possession, use or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

Tobacco - refers to the possession or use of any type of tobacco product, vaping products, chewing, holding a lighted tobacco product, or exhaling of smoke from the mouth or nose on school property or at school sponsored activities.

Controlled Substance - refers to any illegal mood-altering substance.

HAZING

Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing may include one or more of the following: physical brutality; physical activity or other type of activity that subjects the student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student; any activity that discourages the student from being in the school; any activity that is in violation of the law or school regulations.

School principals are the persons responsible for receiving reports at the building level. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during and after school hours.

Discipline for students involved in hazing may include one or more of the following: conference with warning notice, detention, suspension, exclusion, expulsion, change of educational placement, remediation/counselor referral or other corrective action.

MSHSL consequences are in addition to school district consequences for students who engage in hazing.

SEXUAL/ RACIAL/ RELIGIOUS HARASSMENT AND VIOLENCE

The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity.

Sexual Harassment is intimidation, bullying or coercion of a sexual nature, the unwelcome or inappropriate touching of the body, and suggestive comments taken by the victim to imply sexual activity. Unwelcome sexual conduct or language that intimidates, is hostile, offends a person or interferes with a person at work or while receiving an education is prohibited.

If you believe you are subject to offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building principal verbally or in writing. Finally, students always have the option of reporting to any responsible adult in the school. The school will investigate all reports of offensive behavior promptly, fairly and completely. The school will handle each report discretely and respond to the report based upon its facts. The school may resolve the report by requiring the offender to apologize, receive individual instruction on harassment, transfer, seek counseling or training, be suspended, be dismissed, lose privileges or face other appropriate discipline.

This policy applies to every student, employee, teacher, administrator and board member in the district. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a students, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official 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. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

WEAPONS

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), num-chuks, throwing stars, lasers, explosives, stun guns, ammunition and mace. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the high school office shall not be considered in possession of a weapon.

No person 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 non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, 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.

"Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

"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.

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.

Consequences for Bullying, Cyberbullying, Drugs, Alcohol, Tobacco, Hazing, Sexual, Racial, Religious, Harassment or Violence or Weapon Violations:

Detention/Suspension/ Expulsion;
Parent/Guardian notification/conference;
MSHSL violation;
Notification to law enforcement;
Confiscation of the item(s) which will not be returned and be appropriately disposed of.
Notification of Title IX officer in cases of sexual harassment/sexual violence.
Behavior Plan as applicable.

DRESS CODE

Working in conjunction with administration, school board, teachers and student council, the following guidelines apply to dress code:

Clothing must not be hazardous to health or safety.
Clothing must be decent by reasonable standards:
Whether sitting or standing, no undergarments may be showing.
Clothing must not be disruptive to the educational environment.
Clothing or shoes must not be such as to cause damage to school property.
The inseam on shorts must be a minimum of 3 inches long and must fully cover your backside.
Buttons or insignia on clothing may not be worn which displays obscenity, advertises alcohol, drugs or smoking, or promotes its use.
Hats, caps, scarves, hoods, sports head sweat bands or "rags/doo rags" are not to be worn in the school building during the school day. Headbands will be considered an accessory.
Any clothing with derogatory, offensive, or suggestive pictures or slogans is not allowed.
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 Statue 260.125. is not allowed.
Graffiti on a person, their clothing, books, notebooks, or other personal items which denotes affiliation with an organized gang or threat group is not allowed.

DRIVER'S EDUCATION

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 to the Community Education Director.

EIGHTEEN-YEAR-OLD STUDENTS

All students attending Lake of the Woods School are subject to the same rules and regulations, as adopted by the Board of Education regardless of age. Parent/guardian permission is required for all students.

e-LEARNING DAYS

e-Learning days will be implemented if we experience any inclement weather days and need to cancel school. The state of Minnesota allows for districts to use up to 5 e-Learning Days per school year. Lake of the Woods School Board approved this plan on April 25, 2022. Key highlights to be aware of when an e-Learning day goes into effect may be located on the District Website.

EMERGENCY/ EVACUATION PROCEDURES/ DRILLS

In order to be prepared for an emergency evacuation of the school, fire drills, lockdown drills, and tornado drills are conducted on a periodic basis. We attempt to impress upon the students the importance and seriousness of this safety precaution. It is hoped that continual practice in evacuation of a building will ensure rapid and orderly evacuation when an emergency should arise.

Fire Drills: Students will leave rooms as soon as the fire siren sounds, keeping to the side of the hall. Students should walk rapidly, but not run. When clear of the building, all school personnel should move quickly to west parking lot for roll call and instructions.

Crisis Drills: 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: 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, everyone is to be in a sitting position with backs against walls or lockers, knees up, head between knees and hand over your head. An "all clear" will be announced over the P.A. system to return to your classrooms.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

When the administration and transportation director make the decision to close or delay school due to severe weather, mechanical malfunction, disaster/potential disaster alert, etc. you will receive a recorded message (voice, text or e-mail) from the school's automated instant alert system.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of ISO 390 to provide equal educational opportunity for all students. The district does not unlawfully discriminate based on race, color, creed, religion, national origin, sex, marital or parental status, status with regard to public assistance, disability, sexual orientation, or age.

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.

EVENT RULES

Students are encouraged to take pride in supporting our teams in a sportsmanlike manner. Displays of enthusiasm should be positive. Inappropriate actions will typically result in an initial warning. Removal from the game will be considered for flagrant or repetitive unsportsmanlike behavior.

EXPENDITURE OF SCHOOL FUNDS

Officers for any class or school organization are not to spend money without authorization. The faculty advisor and the principal must approve all expenditures in advance. The superintendent must sign all purchase orders. If this procedure is not followed, bills will not be paid by the school.

EXTRA-CURRICULAR ACTIVITIES

Any student interested in dual sport participation may request an application form from the activities' director.

FIELD TRIPS

Classes may take educational field trips during the school year under the teacher's direction. When trips are made in school buses outside of school district boundaries, parent/guardian will be notified. Students are required to have written permission from a parent/guardian and emergency medical authorization slip signed prior to going on a field trip.

FORFEITURE OF AWARDS

Achievement awards and letter points shall be forfeited for flagrant or repeated violations of school guidelines.

FUNDRAISERS

All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of district policy. 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.

GOOD STANDING

Good Standing means a student is passing all classes, on track for graduation, has no violations or detention or suspension time and no unexcused absences or tardies.

GRADE LEVEL PLACEMENT FOR SENIOR HIGH

Students will be classified by grade based upon academic credits earned.

Freshman	Completion of 8th grade and Oto 5.00
Sophomore	5.00 - 11.00
Junior	11.00 - 17.00
Senior	17.00 and up

GRADING PERCENTAGES

Grade percentages for grades 7-12 is as follows:

A	94-100	C+	77-79
A-	90-93	C	73-76
B+	87-89	C-	70-72
B	83-86	D+	67-69
B-	80-82	D	63-66
		D-	60-62
		F	59 and below

GRADING POLICY

Students will receive a letter grade in each course at the end of each nine-week period (quarter). A semester grade will be given at the end of quarter 2 and quarter 4. GPA (grade point average) will be calculated as follows:

Letter Grade	Equivalent		Range (hundredths)		Range (thousandths)		
A	4.00	B-	2.67	D+	1.33	I	Incomplete
A-	3.67	C+	2.33	D	1.00	P	Pass
B+	3.33	C	2.00	D-	.67	W	Withdrawn
B	3.00	C-	1.67	F	0.00		

WEIGHTED GRADES

Grade weighting will be used to reflect the academic achievements of students completing college level courses offered by the District. Only those college level courses offered by the District and taught by qualified teachers shall be considered for grade weighting, i.e. Advanced Placement (AP) and concurrent enrollment courses (College in the High School, and Online College in the High School).

Letter Grade	Equivalent		Range (hundredths)		Range (thousandths)		
A	4.20	8-	2.87	D+	1.53	I	Incomplete
A-	3.87	C+	2.53	D	1.20	P	Pass
B+	3.53	C	2.20	D-	.87	W	Withdrawn
B	3.20	C-	1.87	F	0.00		

COLLEGE CREDIT COURSES

The Board of Education wishes to provide opportunities for students to enroll in courses within the Lake of the Woods School, which are college, credited through a Minnesota university/state college. 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 at Lake of the Woods. Credits will be awarded on the following basis: 3 college semester credit equals .75 high school credits, 4 college semester credits equal 1 high school credit and 2 college semester credits equals .5 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.

ASSESS-OUT POLICY AND PROCEDURES

Minnesota Academic Standards provides an opportunity for students to demonstrate mastery of subject material and earn course credit. A student who has gained conceptual knowledge and skills necessary to pass a course may elect to earn credit for the course by successfully completing the test out procedure for the course.

Application for assess-out must be made to the high school principal or counselor by May 15th for the first semester and November 15th for second semester. Parent signature must accompany the application.

A student may attempt to test-out of any given course only once. If the student fails any portion of the exam, they must enroll in and pass the course to receive credit in that course. The test-out will consist of a written exam, but may include lab work, presentations, problem solving, and submission of portfolios, performance and/or demonstrations. Tests will not be returned to the student.

The same criteria will be used to determine whether the student passes the exam (and, thus, the course) as would be used to determine whether a student would pass the course if they were enrolled in it. Criteria for passing the comprehensive exam must not be more stringent than the criteria for passing a course. Students will earn a grade based on the district adopted grading scale. MN Statute 120B.024

GRADUATION REQUIREMENTS

Lake of the Woods operates under a semester system and credits will be awarded on a semester basis. Students will receive 1/2 credit per class per semester and need a total of 24 credits for graduation.

In addition to the academic requirements, all textbooks and school equipment must be returned and all school debts must be satisfied.

Students must register for six courses each semester. District and MOE academic requirements:

Fine Arts 1 year	Physical Education 1 year
Personal Finance/Careers 1 semester	Science 3 years (Earth Science, Biology, Chemistry/Physics)
English 4 years	Mathematics 3 years
Health 1 semester	Social Studies 3.5 years
Electives 7.5 credits	

Students completing credit recovery classes must complete coursework by the Wednesday before graduation to be eligible for the graduation ceremony. A comprehensive explanation of graduation requirements may be obtained from the office. A copy of the curriculum guide will be posted on the school website. All failed required courses must be retaken and passed to receive credit.

The high school principal shall certify students for graduation from high school. It shall be the policy of the Board of Education that a diploma shall be granted only when a student has completed all local and state requirements for graduation.

GRADUATION CEREMONY

Students must have met all credit, test, and behavioral requirements of the State of Minnesota and Lake of the Woods School District to participate in the graduation ceremony. All credits must be on file with the principal prior to the graduation ceremony. This includes credits from Lake of the Woods School, PSEO, online courses, correspondence courses, distance learning courses. Students are only allowed to wear school approved stoles and cords.

VALEDICTORIAN/ SALUTATORIAN

The Valedictorian and Salutatorian shall:

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

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 student must have earned a minimum of 11 credits from Lake of the Woods High School. 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 1st 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 2nd 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 2nd ranked student in his/her class an explanation of our policy will be placed on the transcript of the salutatorian.

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.

HOMEBOUND INSTRUCTION

Homebound instruction is for a student who is out of school due to illness (either at home or in the hospital) for an extended period. It is a offered to our students to insure they do not fall too far behind their classmates due to an extended illness. Please contact the school office if you have any questions regarding homebound instruction.

HOMECOMING

Student Council sponsors Homecoming and is responsible for planning all activities relating to Homecoming week under the guidance of the advisor. Seniors in good standing in the senior class are eligible to be nominated as candidates for homecoming king and queen.

HONOR ROLL

Honor Roll consists of students in grades 6-12 who have 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 at the end of each quarter 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 from the honor roll for the quarter.

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 high honor cords. Student status will be determined at the end of the third quarter of the senior year.

ILLNESS/ INJURIES / NURSE

Students who become ill or injured while in school will report to the school nurse. If the nurse is unavailable, the school secretary will initiate the procedure. If a student is ill enough to be sent home during the school day, the nurse will make the necessary arrangements. Students must have prior parent consent and school permission to leave. The nurse will contact the parent/guardian and plan for the student to be transported home. The person designated by the parent/guardian must pick up students in the health office. If the nurse has to leave the office before the parent arrives to pick up the student, the student will be in the office.

Any injury/accident involving personal injury should be reported to the nurse. The nurse will summon help from the staff available and will call 911 (Medic Alert Team) if it appears to be necessary. An accident report will be completed and turned in to the superintendent's office.

IMMUNIZATIONS

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

INCOMPLETE COURSEWORK

All coursework should be completed and handed in before the end of each grading period. Faculty members may use their discretion in accepting late work caused by extenuating circumstances.

Incompletes shown on report cards for quarters 1, 2, and 3 will be changed to F's two weeks (maximum of 10 school days) after the end of the quarter. Fourth quarter Incompletes will be changed to F's on the last faculty workshop day of the school year unless the instructor advises the office personnel. Unusual circumstances will be addressed on an individual basis.

INSURANCE

Lake of the Woods School District does not provide accident insurance for students.

INTERNET USE EXPECTATIONS

By accessing district data networks, you are agreeing to Lake of the Woods School District's Internet Usage Policy. Parents/guardians are responsible for conveying the standards that their children should follow when using media and information resources. Lake of the Woods School supports and respects each family's right to opt-out of access. This opt-out must be provided in writing to the principal's office.

Students are expected to follow the guidelines below:

The internet is to be used for educational purposes only.

Access to the Internet is a privilege. Abuse of this privilege may result in the suspension or termination of the user's access, as well as possible further disciplinary action.

Students will not reveal personal information online for themselves, other students, staff, family, and/or friends.

Transmission of any information in violation of district, state, or federal regulations is prohibited.

Accessing, uploading, downloading, or sending information that is written in inappropriate language, including but not limited to sexual, racist, or abusive language, is prohibited.

Violation of copyright laws or otherwise use of intellectual property to which a user does not have rights is prohibited. Intellectual property includes but is not limited to music, movies, books, photos, games, and software.

Use of the internet that results in charges, including but not limited to monetary fees, billing violations, and unwanted subscriptions to Lake of the Woods School is prohibited.

Destruction or alteration of another user's information is prohibited.

Use of another user's credentials is prohibited.

Computer storage and communications may be treated like school lockers. School officials may review all information and communications contained therein. Users should be aware that any information on the network might not

be private. Third parties without the knowledge of the user and/or Lake of the Woods School may access information sent over the Internet.

Consequences of Violations

Suspension/revocation of computer access;
Suspension/revocation of Internet access; School detention/suspension/expulsion;
Legal action and prosecution by the authorities.

INTERVIEWS (STUDENTS & OUTSIDE AGENCIES)

Generally, persons other than a student's parents/guardians may not interview students during the school day, school district officials, employees and/or agents, except as otherwise provide by law and/or this policy. Requests to interview students shall be made through the principal's office.

JUNIOR HIGH PROMOTION AND RETENTION

Students who fail any semester of a yearlong class in the sixth, seventh or eighth grade are required to make up the credit in credit recovery to earn a passing grade. Students who have not acquired the necessary basic skills to be successful in the next grade may be referred for retention. The high school principal and faculty will review grades and special circumstances to determine promotion or retention

LEAVING SCHOOL GROUNDS

To leave the school grounds, a student must get a pass from the office. To receive this pass, the student must bring a note signed by his/her parenUguardian explaining the need for the student to leave school grounds. The principal reserves the right to refuse issuing such passes. Student's name, destination and date must be on the sign out sheet when you leave and the time you return. Leaving school grounds without permission after once reporting to school will be considered an unexcused absence. Once a student arrives on school grounds, the student is not to leave school grounds without permission. Any student leaving school grounds must have a signed permission slip in his/her possession. This is subject to being checked when leaving or returning to the school.

LOCKERS AND LOCKS

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 and without student consent.

Each student is assigned to a locker and is responsible for the appearance and condition of that locker for the duration of the school year. Charges may be assessed for any damage done to lockers or for school locks that are not returned. Students are to use their assigned locker and not switch lockers. Students should not share their lockers or combinations with other students.

It is recommended that you do not leave money or other valuable items in your locker. If you have money or possessions that you do not want to lose, you may bring them to the office for security. The school is not liable for lost or stolen items.

LOST AND FOUND

Lost and found areas are provided in the school to collect lost items. We encourage all students and parents to check these areas for your items. Items not claimed by the end of each quarter are discarded or given away.

LUNCH/ BREAKFAST

The district office will take meal money deposits. Applications for free or reduced-price meals should be submitted to the district office for approval. Students receiving free or reduced-price meals may not use personal identification number (PIN) to buy meals for anyone other than themselves. It is recommended that meal deposits be made by the week or by the month. The cost for lunches will be established and announced by the Board of Education prior to the first day of school each fall.

MAKE UP WORK

After an absence, a student's parenUguardian must provide a written excuse, face-to-face communication, email, or telephone conversation to the office indicating the date missed and reason for absence along with parent signature if it is a written note.

For appointments {dental, medical, vision, counseling or mental health, court, probation, etc.) to be excused, the student must present an appointment card from the facility in order for the absence to be excused.

A student will be allowed two school days after returning to school to make up work. A teacher may require an additional or alternative assignment to compensate for any loss of class discussion, lecture or activities. Special consideration will be given for unusual circumstances.

MEDICATION

School personnel will not provide students with any medication or cough drops. The school nurse will store medications for students who are on prescribed drugs. If a student must take medication from home, he/she must bring the medication to the nurse with written instructions from the parent or physician as to how it is to be administered.

MCA's (Minnesota Comprehensive Assessments)

The statewide assessments measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor reading, mathematics and science achievement to ensure a strong workforce and knowledgeable citizens. Students in grades 3-8, 10, 11 participate in MCA's during the spring of each school year. Test results are received in the fall and shared with parents/guardians. Additional information may be found on the Minnesota Department of Education website.

MINNESOTA HONOR SOCIETY

Students will be selected for membership to the Lake of the Woods High School Chapter of the Minnesota Honor Society according to the following procedure:

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

Scholarship - Members must have and maintain at least a 3.25 cumulative grade point average.

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.

The faculty screening committee has the responsibility of selecting new members and dismissing members who fail to maintain Honor Society standards, as defined in the Minnesota 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 Honor Society Constitution and Lake of the Woods Bylaws are available upon request. Minnesota Honor Society members and prospective members are given copies of the Constitution.

MINNESOTA STATE HIGH SCHOOL LEAGUE

Under the bylaws of the Minnesota State High School League (MSHSL), students participating in activities governed by the MSHSL who violate certain MSHSL rules must be given consequences under the League's policies. MSHSL consequences include loss of eligibility for 2 events or two weeks to total loss of eligibility in all activities. This includes music and fine arts activities as well as sports. LOTW School District will follow MSHSL Category I guidelines. Category II consequence is 2 events or 12 weeks, whichever is shorter.

Violations, which result in school and MSHSL penalties, include hazing, sexual, racial and religious harassment, violence, use of drugs, alcohol or other controlled substances and conduct infractions.

Refer to the current MSHSL athletics or fine arts Eligibility Information bulletins for specific details. All LOTW students have a responsibility to follow the MSHSL regulations.

MONEY. VALUABLES AND PERSONAL PROPERTY

Please pay by check whenever possible. The school is not responsible for valuables that are lost, damaged, or stolen at school. Phones, iPods, Ear Buds, jewelry and large sums of money should not be brought to school. If they are brought, they are the responsibility of the student.

NOON PRIVILEGES

Students in grades 6-10 must remain in the school during their lunch period.

Students in grades 11-12 who are in good standing may leave the building and grounds with a permission form and driving form signed and dated from their parenUguardian for the school year. Students are required to sign out and back in upon return.

OFF CAMPUS MISCONDUCT

Students engaging in off campus misconduct (with a connection to the school, the students or the employees) may be subject to disciplinary action by the school district.

OPEN ENROLLMENT/ PSEO

The district participates in the Enrollment Options Program as established by MN Statue 124D.03. PSEO students are no longer in attendance at Lake of the Woods School and are required to follow visitor procedures.

PARENT ACCESS

Parents will have access to their student's school information through the internet. Student information includes attendance, food service accounts, grades and discipline information. User ID's and passwords are available to families upon request. This information is password protected; therefore, parents/guardians will only have access to their child's records.

PASSES

From Room to Room: Passes will be used to gain admittance from one room to another. Passes should not be issued to a room where a class is in progress. If a student has class work to do in the Media Center, he/she may obtain a pass from the instructor who made the assignment. The student should report to his/her assigned class/study hall first.

For Leaving the Building: Students are to obtain a pass to leave the building from the office. Students are to sign off in the log when leaving and upon return to school.

PHYSICAL EXAMS

All individuals in athletics must have physical exams every three years and parent approval Gunior and senior high students). 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.

PLAGIARISM

Plagiarism is defined as copying/stealing and passing off as one's own ideas or words of another, using someone else's created production without citing the source, or committing literary theft. Examples include: Turning in a paper from an Internet source as one's own; Using another student's work and handing it in as one's own; Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source; Using another person's idea, opinion, or theory without citing the source; Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of piece of information from any source that is not common knowledge, without citing the source; Using quotations of another person's actual spoken or written word without citing the source; Paraphrasing another person's unique ideas, spoken or written, without citing the source; Using online translators for assignments and assessments.

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

Discussion with the student

Call to parents by the teacher

Notify principal and principal's referral to Activities Director, Student Council Advisor and National Honor Society as applicable.

The student may be allowed to rewrite the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a "70%." Failure to rewrite the assignment will result in a "O" for that assignment.

A second plagiarism offense may result in a "O" for the course. The teacher will consult the principal on instances where students and or parents (guardians) question the Academic Integrity (Plagiarism) Policy and the consequences of the plagiarism offense.

PLEDGE OF ALLEGIANCE

Students shall recite the Pledge of Allegiance to the flag of the United States of America on a regular basis. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect other persons' rights to make that choice. Students will be instructed in proper etiquette toward, correct display of, and respect for the flag, as well as in patriotic exercises.

PBIS / POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

Lake of the Woods is a PBIS School. This means everyone will strive to:

Be Safe
Be Responsible
Be Respectful

Staff guides and teaches and practices PBIS throughout the school year. Students receive recognition for making safe, responsible and respectful choices throughout the year.

POSTERS / FLYERS

Posters or signs must receive permission from the district office. Posters shall be neat and beyond reproach in subject matter, grammar, spelling etc. Posters are to be removed by the individuals who posted them the day following the event or function.

Approved posters may be displayed in the following areas:

Designated hallways;
Individual rooms with the permission of the teacher.

PROM

Prom dates who are students must be from the freshman, sophomore, junior or senior classes. If a junior or senior student wishes to take a person not in attendance at LOW, they must be under 21 year of age. Prior written approval is required. The written request must be submitted the Wednesday before Prom.

PUBLIC DISPLAY OF AFFECTION

In order to maintain high standards of conduct, students should refrain from public displays of affection in the school building, on school property, and at school-sponsored events. On first offense, the students will receive a verbal reprimand. On second offense, a disciplinary referral is to be completed and the principal will address with the students. If the inappropriate behavior continues, parents will be notified.

PUBLICATIONS & ACTIVITIES (SCHOOL SPONSORED)

The school district may exercise editorial control over the style and content of student expressions in school sponsored publications and activities. Faculty shall supervise student writers to insure compliance with the law and school district policies.

REASONABLE FORCE STATEMENT

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when necessary under the circumstances to restrain or correct a student; or prevent bodily harm or death to another person.

REPORT CARDS

Report cards will be generated on a nine-week basis. All grade reports are accessible electronically on ParentVue. Contact the school secretary to obtain a password.

SCHEDULING ACTIVITIES

An advisor must schedule all activities. Dances, concerts, fund raising drives, club meetings, etc. must be scheduled on the district-scheduling calendar. Any group planning a fundraising activity must get the request approved in advance by the building principal.

SCHOOL PICTURES

The school contracts annually to have pictures taken during the school year. Information regarding prices, times, and dates will be distributed. You are not obligated to purchase any pictures; the school simply offers the services. All students in grades 6-12 will have their picture taken. Seniors are encouraged to have senior photos taken during the summer. Senior photos submitted for the yearbook or school publication will be approved by senior class advisor and principal.

SCHOOL PROPERTY

Students are responsible for the books, school property and locker as assigned. Damage to books, lockers or other school property will be repaired or paid for by the student. Students are requested to help keep the floors and walls in the washrooms, halls, classrooms, etc .....clean and looking presentable.

SCHOOL SONG

Behold! Behold!
The Bears in Maroon and Gold!
We're Here to Start and Never Depart.
The Bears in Maroon and Gold!

Come on and hail Lake of the Woods High School
And wave our colors through the air!
Come on and hail Lake of the Woods High School
And let the players take the dare!
Come on and hail Lake of the Woods High School
Keep our opponents on the run!
Come on and hail Lake of the Woods High School and shout the victories we have won!

Victory-Ready-Let's Go
V-I-V-I-V-I-C-T
T-0-T-O-T-O-R-Y
V-I-C-T-0-R-Y
We Want Victory!

SEARCH OF STUDENTS' LOCKERS, DESKS, PERSONAL POSSESSIONS & PERSONS

Pursuant to Minnesota Statutes 121A.72, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers, desks, personal possessions or persons provided for the convenience of students. School authorities for any reason, may conduct inspection of the interior of lockers, desks, vehicles, personal possessions, and persons at any time, without notice, without student consent, and without a search warrant. The district may use a trained canine unit to inspect school lockers, indoor and outdoor areas, and the district parking lots. School authorities will provide notice of a search to students unless disclosure would impede an ongoing investigation by law enforcement or school officials.

SENIOR PRIVILEGES

Privileges will begin after fourth quarter midterm grades are posted. Seniors who are in good standing and on track to graduate will receive senior privileges. All bills must be paid. Permission is granted to sign out of study hall to other areas of the school or off school grounds.

Seniors on track to graduate and in good standing will not be in class following graduation practice. They are to be in the school building only to complete coursework, plan and rehearse for graduation.

STAFF

You may contact staff via e-mail. Staff address are their first name_first initial of their last name @lakeofthewoodsschool.org. Staff information may be found on the district website.

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 plan for such events with parental approval.

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:

Two representatives from each class grades 6-12 will be elected.

All students running for office must be enrolled full time.

Officers will be elected by the student body (grades 6-12). Nomination for candidates will be by self-announcement. The officers will consist of president, vice-president, secretary, and treasurer.

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 an 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.

STUDENTS IN THE BUILDING AFTER SCHOOL

Students are to remain in the building after school only if requested by a staff member or participating in activities supervised by an advisor. After 3:30, students not under the supervision of a staff member or activity advisor are to go to the commons. Students are not permitted in the halls after 3:30 pm.

THE PUPIL FAIR DISMISSAL ACT OF 1974

All of the following procedures for discipline/suspension/exclusion/expulsion would be carried out in accordance with The Pupil Fair Dismissal Act of 1974 (M.S. 127.26-M.S.127.39).

TITLE IX and SECTION 504

It is the policy of ISO 390 not to discriminate based on sex or disability in admission to or employment in its educational programs or activities, as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX and Section 504 may be directed to the Coordinators listed.

Section 504 Coordinator:
Shelby Nosan, Principal
218-634-2510 ext. 1436
shelby_n@lakeofthewoodsschool.org

Title IX Coordinator:
Shelby Nosan, Principal
218-634-2510 ext. 1436
shelby_n@lakeofthewoodsschool.org

TRANSPORTATION POLICY

District 390 has established formal bus policies, rules, and regulations. Minnesota Statute 121A.59 provides that transportation by the bus is a privilege, not a right. All students who ride a school bus are subject to regulations.

Students will be cited for the following: failure to remain seated, refusing to obey the driver, fighting, throwing objects, use of tobacco, alcohol or drugs, profanity, vandalism. Behavior problems will be addressed by the driver, including suspension of riding privileges. The driver, transportation director, and high school principal will address serious and persistent situations. Offenses that are dangerous or destructive will result in suspension and may include notification of legal authorities. Students damaging school buses will be held liable for the damages. Failure to initiate payment will result in loss of riding privileges until damage is paid for.

Students will participate in bus safety training of which will address the following competencies: school bus transportation is a privilege, not a right, district policies for student conduct and school bus safety, appropriate conduct while on the bus, the danger zones surrounding a school bus, procedures for safely boarding and leaving a school bus, procedures for safe vehicle lane crossing, school bus evacuation and other emergency procedures.

Bus drivers are empowered to enforce safe and healthy behavior on the bus as well as requirements of dress to enter the bus. Riding a bus is a privilege which will be suspended or removed if circumstances warrant.

Bus drivers are responsible for the discipline on the bus. When behavior jeopardizes the safety and well-being of all students, the drivers must act. The action that is taken by the driver is:

ParenUguardian notified.

Student consequences include but are not limited to warning, assigned seat, restitution, suspension.

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. Communication 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 principal. 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.

TRESPASSING

It is a violation of the law to be found in a school building or in an unauthorized area of the campus without permission. In general, anyone in the building should be an enrolled student, parenUguardian of a student, a guest with permission from the office to be in the building, or attending an event which is open to the public.

UNPAID BILLS

Students will be notified of unpaid bills and a payment due date. Failure to make payment or establish a payment plan may prompt a request for assistance from appropriate agency. Diplomas will not be provided to any graduates with outstanding bills.

VEHICLES

Students are required to register their vehicle with the office and have a parent/guardian permission form completed and signed to park in the school parking lot. A parking permit tag will be issued to students to use during the school year. Students are to park in the main parking lot located in front of the building.

Students are to enter and exit the building through the main doors during the school day.

Students are not permitted in vehicles during the school day without permission from the office. Students are permitted to park in a school district location as a matter of privilege, not of right.

If a student uses the vehicle during the breaking of school rules or policies, the right to drive on school property may be revoked for a period of time as determined by the high school principal. Suspension refers to any and all school activities, after-school activities, school-sponsored evening or weekend activities and summer activities. Vehicles not in compliance with this regulation will be towed off campus at owner's expense.

VISITORS

All visitors, including parent/guardians and PSEO students, are required to report to the main office when entering the building to sign in and pick up a visitor identification label. Visitor identification labels are issued during the school day 8:15 a.m. to 3:05 p.m. Student visitors are not allowed during the school day. Administration has the statutory right to ban someone from school premises, Minnesota Statute 69.605(4).

WEATHER RELATED CLOSURE

In the event that school is to be closed for bad weather, information is provided by Lake of the Woods District instant alert system which will notify parents via phone, text message and email when school is closing. Parents may access this system via the Lake of the Woods School website at http://www.lakeofthewoodsschool.org. This system will also be used when there are other important district wide notices for parents.