



**STEPHEN-ARGYLE CENTRAL
PUBLIC SCHOOL**
Student Handbook 2019-2020

500 School Avenue
P. O. Box 68
Stephen, MN 56757-0068

3rd and Lincoln
P. O. Box 279
Argyle, MN 56713-0279

“BUILDING KNOWLEDGE TO SERVE OTHERS.”

This school agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone No. _____ Homeroom _____

Student No. _____



**2019-2020 STUDENT NOTES
STEPHEN-ARGYLE CENTRAL**

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2019-2020 STEPHEN-ARGYLE CENTRAL SCHOOL PERSONNEL



ADMINISTRATION

Christopher E. Mills, Superintendent
Kevin J. Kuznia, Secondary Principal/Athletic Director
Nevin L. Lubarski, Elementary Dean of Students

BOARD OF EDUCATION

Steve McGlynn	Shawn Rominski
Gail Yutrzenka	Mason Sundby
Cara Hendrickson	Rick Kroll
Dustin Grabowska	

SECONDARY FACULTY

Mrs. Jill AdolphsonEnglish, Psychology, Sociology &
Journalism (Sr. High)/Guidance Counselor
Mrs. Mary Chwialkowski.....Special Education (Jr./Sr. High)
Mr. Nathan Dalager.....Instrumental Music (Jr./Sr. High)
Ms. M. Renee Jensen.....Vocal Music (Jr./Sr. High) &
Music Theory (Sr. High)
Mr. Garry KottsScience (Jr./Sr. High)
Mr. Matthew Kroulik.....Industrial Technology (Jr./Sr. High)
Mr. Nevin Lubarski.....Science/Lifetime Fitness (Jr. High)
Mr. Tyler MalmTechnology & Business (Sr. High)
Mr. Ethan MarquisTechnology Coordinator;
Lifetime Fitness (Jr./Sr. High)
Mrs. Melanie McGlynn.....English (Jr./Sr. High)/
OCHS (Online College in the High School (Sr. High)
Mr. Timothy PaulsonMath (Jr./Sr. High) & Science (Sr. High)
Mrs. Shawna Peterson.....Family & Consumer Science &
Health (Jr./Sr. High)
Mr. Alex RobertsonSocial (Jr./Sr. High)

Pat Grabowska, High School Secretary

GENERAL INFORMATION AND POLICIES HIGH SCHOOL SCHEDULE

PERIOD:	TIME:
Warning Bell	8:20
I	8:30 - 9:20
II	9:23 - 10:13
III	10:16 - 11:06
IV (Regular Period)	11:09 - 12:04
IV (Music Period)	11:09 - 12:04
LUNCH BREAK	
V	12:34 - 1:24
VI	1:27 - 2:17
VII	2:20 - 3:10

Students are **NOT** to be in the building before **7:30 A.M.** unless they are scheduled to meet with a teacher or have a supervised activity. Students are to be out of the building by **3:45 P. M.** unless they are under the supervision of a staff member.

STUDENT RIGHTS:

All students have the right to an education and the right to learn.

STUDENT RESPONSIBILITIES:

All students have the responsibility:

- (a) for their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- (b) to attend school daily, except when excused, and to be on time to all classes and other school functions;
- (c) to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- (d) to make necessary arrangements for making up work when absent from school
- (e) to assist the school staff in maintaining a safe school for all students;
- (f) to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- (g) to assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- (h) to be aware of and comply with federal, state and local laws;
- (i) to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- (j) to respect and maintain the school's property and the property of others;
- (k) to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- (l) to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- (m) to conduct themselves in an appropriate physical or verbal manner; and
- (n) to recognize and respect the rights of others.

GRADUATION REQUIREMENTS

To be eligible to receive a SAC High School diploma, each student must earn twenty-two (22) credits in grades 9 - 12. Each student must also complete graduation standard requirements as outlined by the school district and the State Department of Education. Effective with the Class of 2017 students will complete College and Career Assessments and in grade 11 a College Entrance Examination or MTAS assessment to determine their diploma readiness. Credits to qualify for graduation must include:

1. **English - 4 credits:** Students are required to complete English 9, 10, and 11. To complete the requirements, a student must complete a minimum of two semesters of available English/Communications elective classes.
2. **Social Studies - 4 credits:** These credits must include: Civics and American History. The remaining credits may be selected from the available list of social studies elective classes. Subject areas will encompass U. S. History, geography, World History, government, citizenship and economics.
3. **Science - 3 credits:** These credits must include Physical Science and Biology. The other credit may be earned from the available list of elective classes.
4. **Math - 3 credits:** Three credits must be earned in math to satisfy the minimum requirements. State required mathematics standards shall be completed.
5. **Lifetime Fitness/Health:** Each student shall successfully complete the course of work.
6. **Arts/Music - One credit:** Students are required to complete one credit in the area of the arts; vocal or instrumental music, visual arts, media arts or theater arts.
7. **Community Service/Quality Work Experience:** All students (including PSEO) must complete ten (10) hours of Community Service and/or Qualifying Work experience during their senior year. Exceptions by administrative approval only. Deadline for completion is May 1st.



GRADUATION CEREMONY PARTICIPATION POLICY: (District Policy #891)

The goal of this policy is to establish proactive guidelines for students planning to participate in the Stephen-Argyle Central High School graduation ceremonies. The commencement/graduation event is an awards ceremony provided by the Stephen-Argyle Central School District to honor seniors who have met all school district and state requirements for graduation. Only senior students who have met these district and state requirements are eligible to participate in the award ceremony. Eligibility to participate is determined by completion and compliance with the following:

1. Be actively enrolled in classes at SAC or alternative settings prior to May 1 which would provide the student with the opportunity to earn the necessary credits required for graduation. The May 1 deadline will determine the published program eligibility.

2. Successfully complete the Standards required of the State Department of Education or completed waiver requirements of their I. E. P./504 Plan.
3. Successfully complete all graduation credit requirements (passing necessary classes and all required work complete) by the end of the final day of regular classes.
4. Participating students shall dress in a manner appropriate to this formal ceremony and shall demonstrate proper decorum throughout the program.
5. Be recommended for the graduation ceremony by the Stephen-Argyle Central Administration.
6. **SCHOLASTIC HONORS:** Beginning with the *Class of 2020*, *Academic Honors* will be received based on the following 9th through 12th grade cumulative grade point average: *Summa Cum Laude/Greatest Honors: 3.80 to 4.00; Magna Cum Laude/ Great Honors: 3.50 to 3.79*

HONOR ROLL:

An honor roll will be published at the end of each nine-week period. It will consist of a listing of all students receiving a "B" or better average in all academic work. Students will be given a numerical rating based on 4.00 points for an "A"; 3.67 for an "A-"; 3.33 for a "B+"; 3.00 for a "B"; 2.67 for a "B-"; 2.33 for a "C+"; 2.00 for a "C"; 1.67 for a "C-"; 1.33 for a "D+"; 1.00 for a "D"; .67 for a "D-" and 0 points for an "F". Band, choir, and lifetime fitness grades will also count toward the honor roll. Those receiving a 3.00 or better will be on the honor roll. If a student earns a "D" or lower on his report card, he/she will NOT make the honor roll.

CODE OF STUDENT CONDUCT:

We expect all students to behave in an acceptable and respectful manner at all times. Any behavior deemed by the administration to be disruptive to our positive educational environment (including in buildings, on grounds, events and all school activities) shall be subject to disciplinary action. (District Policy #506 - Student Discipline)

1. **Attendance:** Excellent attendance is directly related to success in academic work, benefits student's social growth, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future work habits of the student.

This policy also recognizes that regular school attendance is a joint responsibility to be shared by the student, parent/guardian, teacher and administration.

The Minnesota Compulsory Instruction Law (Stat. 120A.22) states that students of the School District are REQUIRED to attend all assigned classes each day school is in session or have a valid excuse for absence. (SAC District Policy #503)

Reasons for excused absences could include: illness serious illness in the student's immediate family, death in the student's immediate family, a relative or close friend, medical or dental appointment, court appearance,

physical emergency conditions such as fire, flood, storm, etc., religious instruction, or official school sponsored event.

Unexcused absences may result in grade reductions based on the expectations and standards identified in each instructor's syllabus. The authority to determine whether an absence is excused or unexcused rests with the building administrator. Students who are determined to be "truant" or who demonstrate a pattern of tardiness will be subject to disciplinary action as assigned by the building administrator.

2. Attendance Policy/Absence Procedures:

1. Students will receive a loss of credit when they accumulate 5 or more unexcused absences in a course, or a combination of 10 or more excused/unexcused absences. Upon receiving a loss of credit for a semester course, the student may appeal the decision within 5 school days. The final decision rests with the Stephen-Argyle Central Administration. *The SAC Attendance Policy may be modified for some long-term or chronic conditions.*
2. "RETURNING TO SCHOOL AFTER AN ABSENCE":
 - a. Students must bring a note to the office prior to school which includes:
 - (1) date or dates that you were absent
 - (2) reasons for absence, e. g.: illness, medical appointment, funeral, essential work at home
 - (3) signature of your parent/guardian
 - (4) students returning from a dental, eye or doctor appointment shall bring a note of verification from that medical office
 - b. Students will receive an admit slip which the student must share with each teacher at the beginning of class to be readmitted to class and to record make-up work.
 - c. The student will have double the time missed to complete the assigned make-up work.
 - d. If an "incomplete" should exceed the make-up time frame, the "incomplete" will be recorded as a failing grade for that assignment, or an instructor can keep it as an incomplete until it is completed to the satisfaction of the instructor; but not exceed five school days beyond the end of the grading period at which point, without administrative approval, the course grade will be recorded as a failing grade. Failure to complete required work can result in the student losing privileges, and/or involvement in school activities as determined by the building administrator.
 - e. absence because of a school activity does not require an excuse, but the student is responsible for all assignments and work missed.
3. Students who know in advance that they will be absent from school should obtain a make-up slip from the office before they leave.
4. Students planning to leave, including during the lunch period, must secure a pass prior to school in the morning. These names will be posted in the morning bulletin along with the time you are leaving.
5. Students who become ill during school must check out

through the High School Office. THIS INCLUDES LEAVING DURING THE NOON HOUR.

6. Students planning to be absent when traveling with family for athletic tournament games, hunting or fishing activities MUST complete advance make-up slips and have ALL their work completed in advance. Parents should plan to limit absences for these reasons, preferably NOT exceeding two school days per activity during the year. Parents are encouraged to schedule family vacations to minimize absences from school. When possible, students should complete make-up work prior to the family vacation.
 7. Seniors planning to make college visits during the school year MUST limit absences for this reason to NOT more than three school days. To be an excused absence the student must have a note signed by their parent(s), must have the absence approved by the principal and/or the school counselor, and must have ALL work completed in advance. It is highly recommended that parents accompany students on college visits to maximize the value of the campus visit.
 8. Students are expected to be in attendance the FULL DAY in which they are participating in an extracurricular event. An exception to this rule may be made if the student contacts the administrator in advance with a valid excuse which does not interfere with proper participation.
 9. **Disciplinary action for truancy (unexcused absence) or EXCESSIVE TARDINESS may be determined and assigned by the building administrator.**
3. **Dress Code:** The Board of Education and the faculty are appropriately concerned about your dress and grooming, especially as it influences your health, your safety and your behavior. These rules apply to activities which take place at other sites hosting school activities as well as in our building. (District Policy #504)
- a. Attire which is deemed to disrupt the learning environment is unacceptable and subject to disciplinary assignment.
 - b. Attire which violates the rights of others and/or disrupts the learning environment is unacceptable.
 - c. Students are prohibited from wearing caps, headgear, hats (except with the approval of the building administrator), coats, jackets, choppers/gloves in school except when they are arriving or departing from the building. Individuals are further prohibited from wearing any attire, including jewelry, symbols or "colors" which signify or could be interpreted to signify membership in gangs or offensive clubs to school or any school activities.
 - d. Students are further prohibited from any manner of dress or personal grooming which presents a danger to health or safety, causes interference with work or creates classroom or school disruption as determined by the school administration. Such attire includes but is not limited to: clothing with print or graphics which are sexually explicit or suggestive; representations which

are deemed inappropriate, offensive or demeaning to any group. Clothing which is inadequate in its covering; "short shorts", skimpy tank tops, tops which expose the midriff and other clothing which is deemed by administration as NOT meeting community standards.

- e. Any apparel or footwear that would damage school property is unacceptable. When in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health and safety of the student or others the student will be asked to make appropriate modifications and/or other disciplinary action may be taken.

4. Disruptive Behavior or Insubordination Behaviors

Unacceptable in our School:

- a. abusive language or refusing to follow a staff member's (which includes all school district staff members) direction is deemed insubordination
- b. verbal or physical treats to staff members or other students
- c. disorderly conduct, verbal or physical actions, fighting and public displays of affection that disrupt the normal school day
- d. damaging or destroying personal or public property, vandalism
- e. theft
- f. hazing or harassment including cyberbullying (District Policy #526)
- g. Bullying: District Policy #514 (updated 2014) expressly prohibits any act of bullying by an individual or group of students on school district property, at school related functions or on school transportation. This policy also applies to acts of cyberbullying, regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. By definition "bullying" includes any and all behaviors that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students or materially or substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges. Bullying includes intimidating, threatening, abusive or harming conduct, reprisal or retaliation and other similar disruptive and detrimental behavior. This policy applies not only to students who directly engage in an act of bullying but also to students who by their indirect behavior, condone or support another student's act of bullying. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report

the alleged acts immediately to an appropriate school district official.

Bullying shall NOT be tolerated and consequences for behaviors (as outlined in the district-wide discipline policy) shall be determined by the administration. Persons wanting a full copy of Policy #514 can receive a copy at the district office or review this policy on our school web-site.

- h. behaviors which disrupt or interrupts the peace and good order of the school or school sponsored activities

5. **Dangerous, Harmful and Nuisance Substances and Articles:**

- a. alcohol and drugs: students are prohibited from using, possessing, or being under the influence of drugs or alcohol at school, on school grounds or at school sponsored activities.
- b. tobacco, including “electronic cigarettes” or similar vaping devices which simulate the chemical effects of tobacco: use or possession is prohibited at school, on school grounds or at school sponsored activities.
- c. harmful or nuisance articles: possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property are prohibited at school, on school grounds or at school sponsored activities.

6. **Trespasses on School Property:** It can be a misdemeanor for a person to enter or be found in a public or nonpublic school unless the person is: an enrolled student, a parent or guardian, or an employee of the district’ has prior permission from a school official; is attending a school activity, or has reported to the office as a visitor. It is a misdemeanor for a person to enter or be found on school property within six months after being told by a school administrator to leave the property and not return, unless the administrator has personally removed this restriction.

7. **Violation of any Federal, State or Local Law**

8. **Sexual Harassment or Sexual Violence:** Sexual harassment is a form of sexual discrimination which violates Section 703 of Title IV, Minnesota Statute 363.01 and district policy. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It shall be a violation of this policy for any student or employee to harass a student or an employee to through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee. **Our school district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee when it has been determined a violation has occurred. Complaints or concerns should be forwarded to our Official Human Rights Officer, Superintendent Chris Mills.**

9. **Weapons Policy:** No student or non-student, including adults and visitors shall possess, use or distribute a weapon

when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator or school employee or member of the public who violates this policy. (District Policy #501)

Weapons, by definition means any object or device designed as a weapon or through its' use is capable of threatening or producing bodily harm. This definition includes, but is not limited to: firearms (whether locked, loaded or unloaded), air guns, BB guns, all knives, clubs, metal knuckles, explosives, mace, fireworks, propellants, ammunition, chains, arrows or objects modified to serve as weapons. This definition also includes items having the appearance of a weapon, including: facsimiles or a real weapon or a nonfunctional weapon. **Penalties may include: suspension, notification of law enforcement, confiscation of the weapon and recommendation for dismissal from school as determined by the school administration**

10. **Technology/Network Acceptable Use Handbook**

Policy - ISD #2856: Students and staff of Stephen-Argyle Central Schools use network/technology as a learning and communication tool every day. While we have filters in place to control as much of the potential negative content as we can, it is not possible to filter all aspects of technology use. Because of this, we have put in place the following Usage Agreement. Any action by the student that is determined to constitute an inappropriate use of the Internet or our technology systems would be considered a breach of this Acceptable Use Contract. Unacceptable use of this Internet when off school district premises and without the use of the school system also may be in violation of this policy as well as other district policies. A complete copy of the district's Acceptable Use Policy (#524) is available on our school website (sac.k12.mn.us). If any parent wishes to request alternative educational activities not requiring network access, they should contact the building principal.

The use of the school district system and access to the Internet is a privilege, NOT a right. Violations of this policy are subject to disciplinary consequences as determined by the school administration which could include, but are NOT limited to: detention, suspension, denial of technology access, damage fines, and /or exclusion from technology related activities or classes.

STUDENT AGREEMENT:

While on the network/Internet or using school technology resources I WILL:

- a. use the Internet access to do research for assignments and/or interests that are directly related to my school work.
- b. respect the privacy of other users and will not modify the files or other data or passwords belonging to other users.
- c. comply with copyright agreements for data and documents including media such as pictures and music.
- d. view or print approved educational research materials only.
- e. respect the equipment and all school computer and behavior rules while using the Internet.
- f. accept responsibility for any damage to school technology equipment under my care.

- g. immediately report to school personnel any technology related problems, which occur.

While on the network/internet or using school technology resources I WILL NOT:

- a. provide or gain unauthorized or inappropriate access to material or computers or another student/staff member's work, nor take part in activities that result in the alteration or loss of that student/staff member's work.
- b. play games that are NOT curriculum-related.
- c. use social network sites, chat lines or use personal e-mail.
- d. download any unapproved programs to any school technology resource tools.
- e. use personal disks, including USB drives, without prior consent from a teacher.
- f. share my user name or password with anyone or use another person's school account or user name or password.
- g. give out my (or another person's) name, address, phone number or other personal information on the Internet.
- h. use any personal or school technology communication resource to send messages which could be interpreted as harassment, bullying, or inflammatory to another student or member of the school staff.
- i. violate copyright laws or usage licensing agreements, including the downloading or exchanging of pirated software or copying software to or from any school computer and will NOT plagiarize work they find on the Internet.
- j. override or attempt to bypass school network access filters.

Students are expected to review the above agreement and also share this information with their parents. With privileges come responsibilities and the use of district network systems and hardware is a privilege.

- 11. **Motor Vehicle Use During School Hours:** Students are NOT permitted to drive (or ride with other students) during the school day. If a student has a duty to perform for their parents during the day, a permission slip from the parents should be turned in to the h. s.office prior to student using the vehicle.
- 12. **Cheating:** When it has been determined a student has been cheating, the teacher shall collect the student's paper, record "no credit" for the student's work, and notify the office and/or the parent. The student's parent/guardian shall be notified of all second offenses and the assigned disciplinary action.
- 13. **Conduct at Activities/Events/Assemblies:** School activities include a variety of sporting events, concerts, performances and assemblies. Whether in our building or at another site, we expect our students to follow all regular school behavior guidelines and to represent our school and community in a "class" manner. Some highlighted rules include:
 - a. Students are to behave in a respectful manner during the National Anthem. Face the flag, eyes on the flag and stand quietly and respectfully.
 - b. At sporting events, students should demonstrate POSITIVE SPORTSMANSHIP. Cheer and support our players and team, show respect to the opposing team, coaches and fans, and never boo or jeer the game officials.
 - c. During basketball games at the Stephen site, students (non-team) are to sit in the bleachers or with their parents.

- d. When visiting another school, represent our Storm school in a positive manner.
 - e. During concerts, programs, performances, or assemblies, students are to demonstrate appropriate and positive behavior. The performers are on the stage, not in the stands.
14. **Cell Phone/Telephone Use:**
Students will **NOT** be called from class or study hall to take or make phone calls unless there is an emergency. Student calls may be made from the h. s. office prior to 8:30 a.m., when the office is open during the lunch period and after 3:10 p.m. The use of cell phones, pagers, blackberries or similar devices to send or receive messages (voice/text) is **NOT** permitted during regular school hours and shall be subject to disciplinary action at the discretion of the administration. Cameras, cell phones or similar imaging devices are **NOT** allowed in locker rooms.
15. **Digital Imagery:** Students shall recognize that no one should take a picture of someone else without their permission. Cameras, cell phones or similar imagery devices are **NOT** allowed in locker rooms. Also, students are not allowed to be in possession of inappropriate material on their cell phone or communication devices.
16. **Hall Passes:** Students traveling between classrooms should have a pass from the teacher who excused them. Study Hall teachers may use a sign-out sheet. All passes to leave the building must be signed by the building administrator.
17. **Distribution of Non-School Material:** Prior to posting or distributing any non-school sponsored materials in school, students should receive approval from the administration to make sure it is appropriate for display.
18. **Student Code of Responsibilities of the Minnesota State High School League Rules/District #2856 Activities Policy. (MSHSL Bylaw 206) Participation in interscholastic activities is a privilege which is accompanied by responsibility. Students participating in MSHSL sponsored activities shall understand and accept the following responsibilities:**
- a. students shall respect the rights and beliefs of others and will treat others with courtesy and consideration
 - b. students shall be fully responsible for their own actions and the consequences which go with those actions
 - c. students will respect the rights and property of others
 - d. students will respect and obey the rules of the school and the laws of their community, state and country
 - e. students will show respect to those who are responsible for enforcing the rules of their school and the laws of their community, state and country
- Penalties for violation of the Student Code of Responsibilities can include periods of ineligibility or other sanctions as determined by the school principal.
19. **Students shall understand that any behavior which disrupts the right of others to an education, exhibits disrespect toward or threatens other students or school staff members, or results in property loss or damage will be considered a violation of our student code of conduct.**

20. **Honor Privilege System:** Students in grades 10-12 whose cumulative GPA in the previous grading period is 3.50 or above may qualify for privileges during their study hall period. Privilege eligibility will be reviewed at mid-term time. The privilege system will not be available or open during the 4th period. Privileges for any student can be removed at any time at the discretion of the administration.
21. **Prom:** No guests over the age of 20 and students NOT yet enrolled in 9th grade shall NOT be allowed to participate in our Prom. Students with two or more “conduct violations” (MSHSL definition) during the school year (July 1) will NOT be allowed to participate in our Prom.

**DISCIPLINARY ACTION:
DISTRICT-WIDE DISCIPLINE POLICY #506**

The goal of our school is to maintain a fair and equitable district-wide discipline policy which will contribute to the quality of all student's educational experience. Without discipline in our school, learning cannot occur. With this policy we strive to safeguard the health and safety of each child and maintain an optimum learning environment. Based on the “Code of Conduct” behavior guidelines the appropriate disciplinary consequences could include:

- a. **student conference with the teacher, counselor or building administrator**
- b. **detention**
- c. **loss of school privileges**
- d. **parental conference with school staff**
- e. **modified school program**
- f. **removal from class**
- g. **suspension, exclusion or expulsion (in accordance with the Fair Pupil Dismissal Act of 2005). (Copies are available in the school office.)**

NOTICE OF THE RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS UNDER THE SAFE AND SUPPORTIVE MINNESOTA SCHOOLS ACT:

A district or school subject to section **121A.031** must include in the student discipline policy it distributes or otherwise transmits to students and their parents annually at the beginning of each school year notice about the rights and responsibilities of students and their parents under the Safe and Supportive Minnesota Schools Act.

TENNESSEN WARNING:

School administrators may question students for the purpose of investigating incidents and imposing proper discipline. This discipline policy requires that you (the student) cooperate. Non-cooperation, evasiveness, false statements, or failure to comply can subject you to disciplinary action. Other than school officials, no one else, unless Minnesota State High School League or parent(s)/guardian(s), will receive this information. Suspected criminal information will be submitted to law enforcement (legal requirement).

Assignment of discipline shall be at the discretion of the principal and within the guidelines of our district policy and when applicable, the Fair Pupil Dismissal Act.

Reasonable Force: (MN Statute 121A.582): A teacher, school employee, bus driver or agent of a district may use reasonable force in compliance with the guidelines of this statute.

**STEPHEN-ARGYLE CENTRAL SCHOOLS'
PENALTIES FOR THE USE AND/OR POSSESSION OF
ALCOHOL, TOBACCO, DRUGS AND MARIJUANA
FOR GRADES 7-12**

SECTION I. RULE.

During the calendar year regardless of the quantity, a student shall not use or consume or have possession of a beverage containing alcohol; use or have possession of tobacco; or use or consume, have in possession, buy, sell or give away: marijuana or any substance defined by law as a drug. The association rule also remains in effect for all students during the calendar year. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. Violation of Stephen-Argyle Central Schools' Sexual Harassment and Sexual Violence Policy will carry the same penalty as activities under Category I and Category II dealing with alcohol, drugs and tobacco.

SECTION II. PENALTIES.

Category I - All athletic activities and cheerleaders.

A. Alcohol, Tobacco, Drugs and Sexual Harassment/Violence

1) **First Violation:**

a. After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2) **Second Violation:**

a. After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or six (6) weeks in a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3) **Third and Subsequent Violations:**

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

b. If, after the third or subsequent violation, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Stephen-Argyle Central High School activities after a minimum of six (6) events or six (6) weeks, whichever

is greater. Such certification must be issued by the director or counselor of a chemical dependency treatment program. The chemical dependency program must be approved by the school administration.

SECTION III. PENALTIES.

Category II - All other extracurricular activities sponsored by Stephen-Argyle Central not mentioned in Category I.

- A. Alcohol, Tobacco, Drugs, Marijuana & Sexual Harassment/Violence
- 1) **First Violation.**
 - a. After confirmation of the first violation, the student shall lose eligibility for the next two (2) events or two (2) weeks of an activity, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
 - 2) **Second Violation.**
 - a. After confirmation of the second violation, the student shall lose eligibility for the next four (4) events or four (4) weeks of an activity, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
 - 3) **Third and Subsequent Violations.**
 - a. After confirmation of the third violation the student shall lose eligibility for the next six (6) events or six (6) weeks of an activity, whichever is greater.
 - b. If after the third or subsequent violation, the student on her/his own volition becomes a participant in a chemical dependency program, or treatment program, the student may be certified for reinstatement in Stephen-Argyle Central High School activities after a minimum of four (4) events or four (4) weeks, whichever is greater. Such certification must be issued by the director or counselor of a chemical dependency treatment program. The chemical dependency program must be approved by the school administration.

ADDITIONS TO HIGH SCHOOL LEAGUE POLICY

1. Penalties shall be accumulative in grades 7 and 12. A seventh grade violation will accumulate throughout your high school years.
2. Violation of one or more of these rules would mean the suspension of school awarded honors for that activity or any other activity to which you may belong or participate during that school year.
3. All students must follow the Minnesota High School League rules and the SAC School District eligibility requirements. Students must serve the appropriate ineligibility in an athletic/activity opportunity they have participated in the previous school year or would have participated in without extenuating and approved circumstances as determined by the adminis-

- tration). Students will NOT be able to serve ineligibility through participation in an activity they did not participate in the prior school year.
4. The association rule is in effect for both Category I and II. Association rule means that if a student places themselves in an environment where alcohol, tobacco, drugs or marijuana are present and remain in this environment, penalties will be enforced as stated in Category I and II.
 5. A student involved in violation of the criminal code shall be subject to disciplinary action as determined by the administration. (MSHSL Bylaw #206)
 6. A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
 7. Students with two conduct violations during the school year (effective July 1) shall NOT be allowed to participate in the Senior Class Trip. (District Policy #518)
 8. Students with two conduct violations during the school year (effective July 1) shall not be allowed to participate in Jr./Sr. Prom activities for that year.
 9. Tobacco violations include the use of "electronic cigarettes" or similar items which simulate the chemical effects of tobacco.

MEMORANDUM OF UNDERSTANDING WITH LAW ENFORCEMENT AGENCIES: MN STATUTE 126.037

To better deal with the illegal and dangerous use of drugs and alcohol and youth and to enhance their health, safety and learning; this Minnesota Statute allows Law Enforcement agencies to exchange information with school officials when a student has been found to be in violation of rules regarding drug and alcohol use.

These violations shall be reported to school officials for action and possible referral to the district "pre-assessment team".

The goal of the "pre-assessment team" shall be to consider the over-all observable behaviors of the student and make possible recommendations regarding assessment and referral, focusing on the student's health, safety and educational concerns. Disciplinary consequences are at administrative discretion and not a role of this team. Pre-assessment team members include: principal, school counselor, school social worker, athletic director and two faculty representatives.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES -

SENIOR HIGH: Students in grades 9 - 12 participating in extracurricular activities will **NOT BE ELIGIBLE** to participate in contests or events if they earn less than a 2.00 grade point average in the previous 9-week grading period. These students will be Ineligible to participate in contests or events for a minimum of two weeks.

The effective eligibility date is the Monday following the receipt of the report card. After the initial two weeks of ineligibility, the student's academic progress will be reviewed and if satisfactory progress is in ALL

subject areas, the student will regain full eligibility. If the student is NOT making satisfactory progress in ALL classes, an additional two weeks of ineligibility will be applied. During the time of ineligibility the student will be allowed to practice. Students who are “incomplete” in their assigned school work beyond the allowed make-up time may also be declared ineligible until the required work has been completed in a satisfactory manner.

Eligibility of students on an IEP/504 Plan will be determined by a staff team including the student’s case manager and an administrator. Eligibility for these students will be based on their progress toward reaching their educational goal.

Exceptions to this rule may be made by the principal if circumstances warrant consideration.

JUNIOR HIGH ACADEMIC ELIGIBILITY:

Academic Eligibility for Junior High School student (grades 7 & 8) in extracurricular activities, other than varsity activities, will be determined by their scholastic record. The participating student’s academic program will be reviewed every two weeks during each season or activity period. Students having less than a “D” grade in two or more subjects will be ineligible to participate in contests or events. During the time of ineligibility, the student will be allowed to practice with their team or group.

Junior High students competing on a varsity level will come under the rules and regulations of Senior High eligibility. Students on the varsity team or the “B” team would follow high school guidelines. If a student is determined to be ineligible because of either the Senior High or the Junior High rule, they will remain ineligible for the other level activities as well. If a student is declared ineligible by one rule, they will **NOT** take part in contests or events in the other level.

Students must be attendance the FULL DAY in which an event is held. Exceptions to this rule may be made by the principal if the student has a valid excuse which does not interfere with proper participation.

SCHOOL RECORDS: Our school has a file with each student’s attendance and standardized test scores that have been recorded since he/she began school.

Students and parents may see the contents of these records by making an appointment to do so with the building administrator. Students and parents/guardians may place any statements or items in the file as you wish, as long as it pertains to school work.

Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you or your parent/guardian, with the exception another public school in the state in which you have already enrolled after transferring from this school. Student files will be mailed to the new district. Files will not be given to parents when moving to a new district.

This means that our school will not and cannot by law, without first receiving written consent from you and your parents/guardian:

- a. send a transcript of your school record to a college, vocational school or university

- b. give information from your school records to a prospective employer

Written consent can be given by using a form available from our school counselor or by writing a letter to our office requesting the transfer of records.

All student records will be treated in accordance with the provisions of Public Law 93-380 and Chapter 479 of the State of Minnesota.

These laws and procedures also apply to the records of all graduates of our school.

DIRECTORY INFORMATION - DATA PRIVACY: Directory Information is governed by State and Federal Law and is public information “which must be disclosed upon request from any individual and is defined in federal law as information which would not generally be considered harmful or an invasion of privacy if disclosed”. Directory information includes such items as: name, address, phone number, date and place of birth, participation in activities, height and weight of athletic teams, dates of attendance and degrees or awards received.

Parents have the right to refuse to let the school release any or all directory data about a student. Parents can also indicate they do not want their child’s name included on athletic rosters, news releases (including Honor Roll, Attendance Awards, etc.) or other public information releases generated from the school. Parents choosing not to include their child on Directory Information must send a written request to the school indicating which information areas they do not want released on their child. Feel free to contact our office for additional information.

CUSTODIAL ARRANGEMENTS - FAMILY: Our school district is aware that certain family situations may result in “custodial” arrangements regarding children. We will assume that in these situations, parents share “custodial rights and responsibilities”, and we shall attempt to share school related information with each parent. If a parent is not receiving necessary school information, we ask that they contact our office so that we can make the necessary mailing corrections. If restricted conditions exist in the custodial arrangements, it is the responsibility of the parents(s) to provide the school with the “legal documentation” indicating the “rights, restrictions and responsibilities” of the parents involved. Please feel free to contact our school office if you have any questions regarding these issues.

INSURANCE: Our school district does not pay for insurance which covers students for accidents at school. Individual family policies will be the only coverage that a student will have during the school year. Families can purchase insurance coverage through the school in the fall. Interscholastic athletic insurance coverage is also available at that time.

HOT LUNCH PROGRAM: Our school uses a prepaid account system for students participating in our breakfast and lunch program. Students should bring their deposit amounts to the office prior to the start of school as you must have money in your account to participate in the program.

You will be notified when your account is low and it is time for another deposit. Excess payment will be refunded at the end of the year.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON: Students should always keep the locker neat and clean. You are responsible for the contents of your locker. Lockers will NOT lock, so don't store valuables in them please.

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

- A. Locker and Personal Possessions Within a Locker**
Pursuant to Minnesota statutes, 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 officials for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
- B. Desks**
School desks are the property of the school district. At no time does district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- C. Personal Possessions and Student's Person**
The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

**ATTENTION:
ALL STUDENTS & EMPLOYEES OF DISTRICT 2856**

**ONLY RESPECTFUL BEHAVIOR
AT SCHOOL IS ACCEPTABLE**

HARASSMENT/HAZING OF ANY KIND IS DISRESPECTFUL
AGAINST THE RULES AND CAN BE ILLEGAL!

**DEFINITION:
CONDUCT FOUND BY A REASONABLE PERSON TO BE SEXUALLY,**

RACIALLY OR RELIGIOUSLY UNACCEPTABLE. THE DISTRICT WILL NOT TOLERATE ANY OFFENSIVE COMMUNICATION (VERBAL OR NON-VERBAL) CONCERNING RACE, RELIGION OR SEX. BASIC GUIDELINES INCLUDE BUT ARE NOT LIMITED TO ANY BEHAVIOR WHICH ANOTHER PERSON BELIEVES:

- A. Threatens or forces one to behave, work, or provide favors against their will or;
- B. Creates an environment which makes work or life at school unnecessarily difficult or;
- C. Creates an environment unacceptably hostile, offensive, or unwelcome or;
- D. Hazing is an act against a student, or coercing a student into committing an act, on or off school grounds, that creates a substantial risk of harm to a person in order for that student to be affiliated with an organization. Hazing shall not be tolerated.
- E. Intimidation and bullying are prohibited, including, but not limited to electronic forms and forms involving the internet, which may occur on or off school grounds.
- F. Retaliation occurred because harassment was reported.

WHAT TO DO IF YOU BELIEVE YOU ARE BEING HARASSED/HAZED:

- 1. If you are willing and able you (alone or with help) can in your own words, immediately and directly tell the person(s), "Stop! I find your conduct unwelcome and unwanted; if it continues I will take appropriate action."
- 2. In any case you can immediately report the information to any responsible adult in the school. An appropriate inquiry/ investigation is guaranteed. If a violation is found, appropriate action will be taken.

CONSEQUENCES CAN INCLUDE:
(Based on each case's facts):

APOLOGY, TRANSFER, SUSPENSION, DISMISSAL COUNSELING REFERRAL, LOSS OF PRIVILEGES, REFERRAL TO LAW ENFORCEMENT, EXPULSION, REPRIMANDS, OTHER APPROPRIATE DISCIPLINE

OFFICIAL HUMAN RIGHTS OFFICER: Dr. Christopher E. Mills

CRISIS ALARM SIGNALS:

- A. **Fire/Evacuation Alarm:** fire alarm sounds; safely evacuate the building
- B. **Severe Weather Alarm:** one long continuous "period bell" (minimum 45 seconds) followed by phone/intercom message announcing a "severe weather drill"

- C. Lock down Alarm: hallway blasters sound; followed by a phone/intercom message announcing a “planned room lockdown”
- D. All Clear Signal: three short “period bells”

EMERGENCY NUMBER FOR STUDENTS:

Student/Family Crisis Hotline
(depression - suicide - family crisis or conflict)
Call Kittson/Marshall County Services at
1-800-422-0863

RADIO STATIONS:

- | | | |
|----------------|----|-------------------|
| 1. KTRF (1230) | AM | Thief River Falls |
| 2. KROX (1260) | AM | Crookston |
| 3. KXPO (1340) | AM | Grafton |
| 4. KFGO (790) | AM | Fargo |
| 5. KNOX (1310) | AM | Grand Forks |
| 6. KTRF (99.3) | FM | Thief River Falls |

TELEVISION STATIONS:

- | | |
|---------|------------|
| 1. KVLV | CHANNEL 11 |
| 2. WDAZ | CHANNEL 8 |
| 3. KXJB | CHANNEL 4 |

This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school’s web site. If you have any questions about a provision, contact the principal.

This handbook and its contents were approved by the School Board at the monthly meeting on July 17, 2019.

