



Independent School District 511

Adrian, Minnesota

Parent/Student Handbook

Elementary

Middle School

High School

2017 – 2018

Reviewed and Approved By Adrian Board of Education
July 17, 2017

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Adrian Public School 2017-2018 Calendar

July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TC 1

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1- New Years Holiday
 2 - School Resumes
 12 - End of 2nd Quarter (42 days)
 15 - No School -Teacher Workday #2
 SC - 21/96
 TC - 22/102

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28-31 Teacher Staff Dev.
 TC-4/5

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

16- Staff Dev. - Early Release
 19- Presidents Day - No School
 28 - End of Trimester 2 @ Elem
 SC - 19/115
 TC - 19/121

September 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4- Labor Day - No School
 5- First Day of School
 SC - 19/19
 TC - 19/24

March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 - End of 3rd Quarter (43 Days)
 19 - Teacher Staff Dev. - No School
 22 - Conferences 5:00-6:30
 30- Good Friday - No School
 SC - 20/135
 TC - 21/142

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 - Staff Dev. - Early Release
 19-20 Ed MN - No School
 SC - 20/39
 TC - 20/44

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - No School - Comp Day
 20 - Staff Dev. - Early Release
 SC - 20/155
 TC - 21/163

November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 - End of 1st Quarter (42 days)
 7 & 9 - Conferences 3:30-6:30
 22 - Early Release - PLC Comp Time
 23-24 Thanksgiving - No School
 29 - End of Trimester 1 @ Elem
 SC - 20/59
 TC - 20/64

May 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

25 - End of Semester/Trimester 3 (47 days)
 25 - Graduation - Early Release
 28 - Memorial Day - No School
 29 - Teacher Workday #3
 SC - 19/174
 TC - 20/183

December 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 - Early Release - PLC Comp Time
 25 - Christmas Break - No School
 SC - 16/75
 TC - 16/80

June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Early out dismissal times -12:20 MS/HS and 12:30 Elementary
- Nov. 22 & Dec. 23, early outs are ½ day comp time for PLC meetings before/after school contract time.
- April 2, comp day counts as one teacher contract day in order to make-up for parent teacher conferences.
- All snow make-up days will be added to the end of the calendar starting on May 29th.

Approved by the Adrian Board of Education 2/27/2017

WELCOME

Welcome to Adrian Public School. It is the hope of the faculty and staff that you will have a pleasant and profitable educational experience while enrolled here. We believe that learning is a process that involves the combined efforts of the students, staff and parents. It is our goal to provide the learning necessary to prepare students for their next set of learning experiences and adult living.

This handbook has been developed to provide information on policies and procedures that will assist you in having a good school experience. Ultimately, school policies are established to provide guidance and set expectations in an effort to ensure a positive and safe learning environment.

We encourage students at Adrian Public School to make use of the opportunities to become a well-rounded person. The academic, social, athletic, and fine arts programs exist for that purpose. Use them to your best advantage.

Best wishes for a happy and successful year.

Mr. Roger Graff
Superintendent

Mrs. Cate Koehne
MS/HS Principal

Mr. Russ Lofthus
Elementary Principal
District Assessment Coordinator

About Our District

The size of the Adrian School District is approximately 12 miles by 21 miles. It contains 179 ½ square miles. A board of seven members, elected by the people for four-year terms, governs District No. 511. The central administrative office for the school district is located in the middle/high school building located two blocks west of Maine Street on the west side of the building at 410 Indiana Avenue.

About Our Schools

Our Elementary school is located one block east of Maine Street at 515 Oklahoma Avenue and houses Early Childhood-5th grade. Our middle/high school is located two blocks west of Maine Street at 415 Kentucky Avenue and houses grades 6-12.

PROFESSIONAL DIRECTORY

ADMINISTRATIVE STAFF

Superintendent	Mr. Roger Graff
E-5 Principal/Dist. Assessment Coordinator	Mr. Russ Lofthus
6-12 Principal	Mrs. Cate Koehne
Activities Director	Mr. Jay Wange

OFFICE STAFF

District Secretary/Community Ed Sec.	Mrs. Renee Bullerman
District Bookkeeper	Mrs. Sarah Lenz
Payroll/Human Resources	Mrs. Deb Lutmer
Elementary Secretary	Mrs. Jennifer Altman
Middle/High School Secretary	Mrs. Kim Grussing
Technology Coordinator	Mr. Dean Luethje
Elementary School Counselor	Mr. Jordan Pater
High School Counselor	Mrs. Sharyn Story

TEACHING STAFF

Pre-School and Early Childhood SPED Kindergarten	Mrs. Ivy Kruse Mrs. Megan Herrig Mrs. Christy Hornstein
Grade 1	Mrs. Brianne Einck Mrs. Amanda Engelkes
Grade 2	Mrs. Lindsay Lonneman Mrs. Kim Vander Lugt
Grade 3	Mrs. Monica Horn Mrs. Connie Vreeman
Grade 4	Mrs. Summer Phelps Miss Sara Wiertzema
Grade 5	Mrs. Susan Bullerman Mr. Joe Kruger
Title I/RTI	Mrs. Kelsey Diekmann Mrs. Jolene Henning
Grades K-5 Physical Education	Mr. Blake Miller
K-5 Librarian	Miss Sherrilyn Klaassen
Elementary Music	Mr. Dustin Boyum
Elementary Technology	Miss Sherrilyn Klaassen
Elementary Special Education	Mrs. Jessica Frodermann Mrs. Heidi Klingenberg Mrs. Carissa Franken-Spaar
Accounting & Business Applications	Mr. Kevin Nowotny
Adaptive Physical Education	Mr. Gregg Nelson
Art 6-12	Mr. Cody Henrichs
Family Consumer Education	Mrs. Pam Sells
MS/HS Health and Physical Education	Mr. Gregg Nelson

History/Social Studies/World Cultures	Mr. Greg Harner Mr. Sean Kallevig Mr. Eric Kiers
Industrial Arts	Mr. Neal Mulder
Instrumental Music 5 -12	Mrs. Vanessa VanderWal
Language Arts	Mrs. Amy Lysne Mrs. Joyce McCarthy Mrs. Briana Reker Ms. Beth Steven
Mathematics	Mr. Robert Remme Mr. Randy Schettler Mr. Jay Wange
Sciences	Mrs. Lindsey Bonnett Mrs. Ann Thier Mr. Robert Williamson
Spanish	Ms. Beth Steven
Special Education	Mrs. Amy Glammeier Mr. Eric Kiers
Speech/Language Pathologist	Miss Patrice Peters Mrs. Terri Volland

NON CERTIFIED STAFF

Para Professionals	Mrs. Tory Bohlke Mrs. Terri Dickman Mrs. Joleen Halstrom Mrs. Tammi Heronimus Mrs. Vicki Leinen Mrs. Mary Peterson Mrs. Lisa Sieve Mrs. Jan VandeKieft Mrs. Julie Winselman	Mrs. Kim DeBeer Mrs. Joyce Gengler Miss Jessica Hermeling Miss Kelly Kooiman Mrs. Michele Loosbrock Mrs. Renee Sawtelle Mrs. Stacey Turner Mrs. Tammy Vaske
Special Ed Transportation	Mr. Ronald Lawrence	
Custodians	Mr. Tim Bertrand Mr. Mike Crow Mrs. Tammy VanHorsen	Mr. Jeff Carrier Mr. Jamie Gravenhof Mr. Herman Boltjes, Jr.

DISTRICT 511 POLICIES AND PROCEDURES

SECTION ONE – ADHERENCE TO STATE & FEDERAL MANDATES

Equal Opportunity Statement

It is the policy of Adrian School District 511 to provide equal educational opportunities to all persons regardless of race, color, creed, religion, national origin, sex, age, marital status, and status with regard to public assistance or disability. All students, regardless of sex, may enroll in any course – provided they meet the prerequisite requirements for such course.

Background Check Notification

All new persons, prior to being employed by the Adrian Public Schools, must pass a criminal background check. Volunteers that coach and those who travel as chaperones on over night field trips will be subject to a background check. Other occasional volunteers may be required to a background check at the discretion of the District. Our contracted food service and bus service companies are required to do background checks on their employees prior to them providing services to our District. The District may require background checks on other occasional independent contractors, as it deems necessary. In addition, all new teachers will be subject to a license check on the Board of Teaching Disciplinary Inquiry System

BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act

of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

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

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

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

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

IV. REPORTING PROCEDURE

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

Sexual, Religious and Racial Harassment/Discrimination

The Adrian School District's policy is to maintain a work and education environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct. The district and this school will not tolerate acts of violence and/or inappropriate remarks about or conduct related to a student's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity. If you believe you are subject to offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building administrator verbally or in writing. If you prefer, you may report directly to the human rights officer, Mr. Graff. Students always have the option of reporting to any responsible adult in the school.

School officials 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, transfer, seek counseling or training, be suspended, be dismissed, Loss of MSHSL eligibility or face other appropriate discipline including expulsion and law enforcement referral. *A complete copy of this policy may be obtained from the district office that fully outlines students' rights and grievance procedures.*

Title IX and Equal Education Opportunity

It is the policy of Adrian School District 511 to ensure that an equal educational opportunity is provided for all students of the school district in accordance with Title IX regulations. It is the school districts policy to provide equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status or status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

The school district prohibits the harassment of any individual for any of the categories listed above. Any student, parent or guardian having any questions or complaints regarding alleged Title IX violations should contact Cate Koehne, the Title IX Officer for the district at (507) 483-2232 or at PO Box 40, Adrian, Minnesota 56110. *A complete copy of this policy may be obtained from the district office that fully outlines students' rights and grievance procedures.*

Section 504 Student Disability Nondiscrimination

It is the policy of Adrian School District 511 to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. has a record of such impairment; or
3. is regarded as having such impairment.

Such learners are eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Any individual with knowledge or belief of conduct that may constitute discrimination toward a disabled student should report the alleged acts or file a grievance immediately with an appropriate school district official or Russ Lofthus, the Section 504 Coordinator of the Adrian School District at 507-483-2225 or at 515 Oklahoma Avenue, Adrian, Minnesota 56110. ***A complete copy of this policy may be obtained from the district office that fully outlines students' rights and grievance procedures.***

McKinney-Vento Homeless Assistance Act

It is the policy of Adrian School District 511 to ensure that the educational needs of homeless children are met through a coordinated effort between, federal state and local agencies as a part of No Child Left Behind Act of 2001. The local liaison official to assist in this endeavor for the school district is Russ Lofthus. He may be reached by phone at 507-483-2225 or at 515 Oklahoma Avenue, Adrian, Minnesota 56110.

District 511 Homeless Services Plan

District 511 understands its legal obligation to provide educational services to all students, including any student that is determined to qualify as being "Homeless" as defined by State and Federal Laws. Listed below are the State of Minnesota expectations that schools need to implement if a student is determined to be Homeless.

In an effort to raise awareness as well as to determine if a student meets the criteria of being homeless, District 511 will do the following:

- Publish information in the annual Student/Parent Handbook that identifies the District 511 Homeless Liaison contact as Russell Lofthus, Elementary Principal/Homeless Liaison Coordinator
- Provide a form for families to fill out when registering students regarding their living arrangements, and ensure that this form is confidentially collected and delivered to Russell Lofthus, District 511 Homeless Liaison Coordinator
- Provide yearly training for staff on how to recognize if a student may be in danger of being homeless
- District 511 will maintain communication with local and county authorities and agencies regarding any families in need that may meet the criteria for being considered homeless

Adrian Public Schools will ensure that the following criteria be considered as we work with families to help determine if a student is homeless.

I. Support Students who Lack a Fixed, Regular, Adequate Nighttime Residence. Be aware that students in these situations may be homeless:

1. School-age children and youth who are with their parents.
2. Youth on their own.
3. Children and youth in families who have lost their home due to a disaster.
4. Young siblings, newborn to age five.
5. Children and youth at risk for homelessness: highly mobile children and youth who have lived at three different addresses in one school year.
6. Pay special attention to children and youth who are not currently attending school.

II. Remove Barriers to Enrollment, Attendance, Success.

1. Designate a district homeless liaison and school point people. Use the expertise of the student support services team.
2. Identify policy and program barriers to student enrollment, attendance and success.
3. Build awareness with all school staff and parents; conduct outreach to other agencies.
4. Link school and community efforts and resources.

III. Use a Child-Centered Approach to Identify Student Needs.

1. Transportation (Most excess transportation costs can be reimbursed by state funds.)
2. Food-nutrition
3. Education
4. Supportive services

IV. Follow these Steps to Enroll Homeless Students and Provide Full Participation in Education Instruction, Support Services and All School Opportunities.

1. Determine eligibility.
2. Determine school selection based on the child's best interest, to the extent feasible. If the parent disagrees with the school selection, provide information on the district's conflict resolution process and the state McKinney-Vento dispute resolution process.
3. Immediately enroll the child in the school.
4. Flag the MARSS student record; the flag remains through the school year.
5. Determine education needs of the student; and, as eligible, expedite special education evaluation and enroll in English language learning and/or gifted and talented programs.
6. Provide instruction and support services to student per his/her plan.

Much of this information was found on the Minnesota Department of Education Website.

Developed September 2013

A complete copy of this legislation may be obtained from the district office.

Mandated Reporting Statement

School personnel who know, or have reason to believe, a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, police department or the county sheriff. In such situations, the school districts shall comply with the Minnesota Statute 626.556, Reporting and Maltreatment of Minors.

Notice Concerning Use of Pest Control Materials

Our School District personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children

from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. An estimated schedule of pest control inspections and possible treatments is available for review or copying at each school office. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Distribution of Non-School Sponsored Materials on School Premises

It is the policy of Adrian School District 511 to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district. Material that is obscene, vulgar, promotes violence, promotes illegal activities, promotes harassment and/or discrimination, is libelous, slanderous, or determined to be inappropriate by school officials, will always be prohibited from distribution at school. In- appropriate distribution of such materials as described above will be prevented and disciplinary action will be taken. (See section on student discipline). *A complete copy of this policy may be obtained from the district office.*

Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag.

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by a classroom teacher or may be conducted over the school intercom system by a person designated by the school principal or other person having administrative control over the school.

Proper etiquette during the Pledge of Allegiance is to stand, place your right hand over your heart, face the flag and recite the pledge. 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 another person's right to make that choice.

PPRA Notice

The Protection of Pupil Rights Amendment (PPRA) allow you to opt your child out of participating in certain school activities such as student surveys that may ask one or more of the following types of questions:

1. Questions regarding political affiliation or beliefs of the student or student's parents.
2. Questions regarding mental or physical health.
3. Questions regarding sexual attitudes or behavior.
4. Questions regarding illegal or anti-social behavior.
5. Questions regarding critical appraisals of family relationships.
6. Questions regarding privileged, legal relationships with doctors, lawyers or clergy.
7. Questions regarding religious affiliations or beliefs of the student or student's parents.
8. Questions regarding income, other than required by law to determine program eligibility, ie Free & Reduced Lunch.

The District will provide parents with notice of such surveys so that you may review the survey ahead of time or choose to opt-out.

FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without con-sent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Directory Information Notice

FERPA defines “**directory information**” as information contained in a student’s education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

1. Name, address, phone listings, electronic mail address, date and place of birth, dates of attendance and grade level.
2. Participation in officially recognized school activities.
3. Weight and height of members of athletic teams.
4. Degrees, honors and awards received.
5. The most recent school attended.

The school may disclose “directory information” to anyone without parental consent.

By law, directory information for students in grades 11 and 12 must be released to military recruiting officer post secondary institutions. Parents have the right to opt out of these disclosures by completing a consent/opt out form provided by the District along with this handbook.

SECTION TWO – STUDENT SAFETY

Weather Related Announcements & School Closings

If it becomes necessary to start late, close school, or dismiss early due to inclement weather conditions, parents and staff will be notified with a phone call, text message, an email at the numbers and email addresses each family has posted in our student information system.

Please Note: If we implement a Late Start, school will always open 2 hours later than normal. In addition, the morning session of Kid’s Connection Preschool will not be held.

Late start or school cancellation phone calls and notifications will be made prior to 10:00 PM and after 6:00 AM in most cases. Early release calls will be made at least one hour in advance of the release time. In addition, these announcements will be broadcast on radio stations KUSQ (95.1 FM) KWOA (730 AM & 104.3 FM), KITN (93.5 FM), and on KQAD (K101.1FM) in Luverne. **The District’s Infinite Campus Phone Messaging system is the primary communication tool for any weather related or emergency message communications between school and home.**

Please Note: The Phone Messaging System we use will show the following number: 507-483-2266. Please take the time to listen to the phone message and/or read the text/email message. When we activate this system the District receives a lot of call- backs from families asking if the school was calling them. This can be very time consuming. If you are experiencing any difficulties with the system, or want to make changes to your contact information due to changing phone numbers or email addresses, please log into your Infinite Campus Parent Portal and update your information there. If you need assistance with this, please call or send an email to the District Technology staff.

In addition, KSFY and KELO television, located in Sioux Falls, will run the closing or late start on their station. It is our goal, except in extremely unusual situations, to have weather related announcements on the air by 6:30 a.m. On a day that there is an announced late start, we encourage you to continue to listen in case we decide to close school for the day. Every effort will be made to have this decision on the air no later than 8:45 a.m.

When weather conditions result in school closings or early dismissals no practices will be held and facilities will be closed for Open Gyms. Events scheduled on those days when school is closed or dismissed early will be cancelled or rescheduled to another date. In some instances, an event may be held if later in the day it is determined that conditions improved enough to permit the event to proceed as scheduled. Our phone messaging system and the radio stations listed above will carry the announcements when scheduled events are postponed.

Making weather related decisions can be difficult given the geographic size of our District and the different conditions that can exist across it. We simply do not have perfect information about the weather or the road conditions, and we cannot predict with certainty how conditions will change or how it will impact a specific area. Because of this, the District understands that it is reasonable for a parent(s) to disagree over a decision to hold school due to weather related conditions.

The District values and respects your parental instincts regarding your child's safety and **we want to emphasize that the decision to send your son/daughter to school is ultimately yours. The District understands that you may not feel comfortable with the wind chill, visibility, road conditions or some other weather related condition.** In such a case, we want to reassure you that your child's absence will be excused. The only thing we ask is that you notify your child's principal's office of your intention.

Driving in School Zones

In order to ensure the safety of students, the streets around our schools must be maintained as a safe driving zone before, during or after school and at any time student are present for extra curricular activities. Please recognize this and drive with extreme caution around our school grounds. Crossing guards will be used before and after school on Maine Ave to help ensure student safety. Unsafe driving in school zones will be reported to law enforcement. School consequences will be enforced if a student drives in an unsafe manner on the streets adjacent to the school building.

Safety Drills

In accordance with state law, each school will conduct the following safety drills throughout the school year. Five (5) fires drills, Five (5) lockdown drills and One (1) severe weather drill.

Safety Equipment

Each school building is equipped with AED's, heat sensors, manual-pull fire alarms, an automatic sprinkler system, and extinguishers of different types. They have been installed to protect lives and property. It is a violation of state law, the State Fire Marshall's regulations, school policy, and common sense to tamper with, or to activate, any of these protective devices - except in time of emergency. School consequences will be enforced if a student tampers with this equipment. (See section on student discipline)

Visitors

In an effort to ensure student safety, all visitors need to check in at the office upon arrival. Should it become necessary for an individual to accompany a student to school, a parent or guardian must contact the building administrator **prior** to the visitation for approval. Failure to do so will result in the visitor being asked to leave the building. The school reserves the right to determine if the presence of a visitor may be inappropriate for the school setting or a potential disruption. In such cases, the visitor will not be allowed to visit.

Video Surveillance

The District reserves the right to use video surveillance as a means to help ensure a safe school. When applicable, video evidence will be used in determining consequence for student misconduct. Video evidence may also be turned over to law enforcement if school officials determine that it will aid in solving a crime. Parents do not have right to view video recordings that are used as evidence when investigating student misconduct. The District is obligated to protect the identity (data privacy) of other students that may be present in the video recording of the incident being investigated.

Law Enforcement and Students

There are times when police will ask to interview students at school for purposes of investigating school and non-school related incidents. Unless the District believes such interviews to unreasonably disrupt the student's educational program, such interviews will be allowed. The District will make a reasonable effort to contact the parent to apprise them of the request and the date and time of the interview.

The School District has no legal obligation to provide parents the notice described above. The School District is prohibited from notifying parent(s) of police interviews conducted in response to a maltreatment of minors complaint.

SECTION THREE – STUDENT HEALTH

School Nurse

The school nurse office is located in both the elementary and middle/high schools. The nurse goes between both schools on a daily basis. The nurse provides yearly screenings for vision, hearing and scoliosis. Parents may also request a vision or hearing test at any time throughout the year by contacting the school nurse.

Illness

The nurse's office is located within the elementary and high school offices. All injuries incurred while in school should be reported to the office. A student who is ill and needs to go home must report to the office before leaving school. Parents will be contacted in the event of an injury or illness.

Medication Policy

The administration of medications to pupils in our school is carried out in accordance to policies of the MN Department of Health and the State Department of Education. The school nurse, along with other designated school personnel, will administer all medications. Any student requiring medication during school will abide by the following:

1. Parents and their prescribing doctor are required to sign a written permission form for the school to administer both over the counter and prescribed medication.
2. **All medications must be sent in the original container with full instructions.** This includes cough syrup, Tylenol, or any over the counter or prescribed medication. Parents will be contacted if there are any questions about the medication.

Health Records

Up to date health records are kept in the student health center for every student in school. Parents should contact the school nurse if their child has any special medical problem. This information will be recorded on the health record and any necessary instructions followed.

Immunizations

At Kindergarten school entrance, a student needs to have 5- DTAP, 4 – polio, 2- MMR (measles, mumps and rubella), 3- Hep B, and 2- varicella (chicken pox) shots or proof of the disease. At the 7th grade level, students are required to have 2- MMR (measles, mumps and rubella), TDAP (tetanus, diphtheria, and pertussis), and Meningitis (Menactra) shot, and 2- Varicella (chicken pox) shots or also proof of the disease. New immunization information will be sent home with students regarding any changes in the immunization requirements under the Minnesota State Law. Information concerning school health entrance recommendations is available at the Kindergarten Round-Up or through the school health office.

Communicable Disease Control and Prevention

Conditions such as tonsillitis, conjunctivitis, impetigo, skin rashes, ringworm, colds and flu may be contagious to other students. In many instances, these conditions need professional care. Any

student who comes to school having a communicable condition will be sent home until the condition clears or a physician's permission is given to attend school. Along with the above, vomiting, diarrhea and a temperature are also reasons to keep your child at home. Parents will be contacted whenever necessary.

Pandemic Flu

If health agencies confirm a case(s) of serious illness related to a pandemic flu at school, then communication efforts will be initiated to inform parents and the community. In the absence of a state or federal agency's issuing a school closure order, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. If an extended school closure is ordered, the school district may make at home learning options available to the extent feasible. Any closed school buildings should be disinfected according to guidance from health officials before reopening.

Preventive measures such as flu immunizations and healthy habits (hand washing, covering your mouth and nose when you sneeze or cough) will be encouraged to prevent the spread of a pandemic flu or a highly contagious serious illness. Students and staff alike will be reminded of the importance of taking preventive measures. If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person will be isolated, as much as possible, until he or she can arrange to leave the school.

Dental Health

Dental cards are given to grades K-5. The student cards can be returned to the teacher after a visit to the dentist. This information is then recorded on the student health record.

Accidents: All accidents, which are incurred by children during that portion of the day when they are under the supervision of the school, should be reported immediately to the classroom teacher/adult on duty. Parents will be notified by telephone of any considered serious injury to their child. The school district does not carry insurance to cover accidents to children that occur in the course of the school day. Special accident insurance policies are available for purchase.

Hospitalizations: Parents should contact the teacher/office to report pending medical absences due to severe illness or operations.

SECTION FOUR – STUDENT BUSING & TRANSPORTATION

BUS TRANSPORTATION POLICY 2017-18

BUS PRIVILEGES & CONSEQUENCES FOR MISBEHAVIOR

Bus transportation is provided for students who live more than 1 mile from school. Bus transportation is a privilege, not a right. The bus ride is an extension of the school day and students who ride the bus must follow basic rules and conduct themselves in a responsible manner to help make their bus ride safe for everyone.

Any student who engages in bus misconduct, as defined in this policy, will be subject to disciplinary measures. A bus driver has the right to assign a student to seat in order to help maintain order and

safety on the bus. Other than assigned seating by the driver, decisions regarding student discipline and consequence will be at the discretion of the administration.

Consequences for misconduct on the bus include, but are not limited to, any or a combination of the following, based upon of the severity of the conduct and student's overall discipline history:

1. verbal warnings
2. parent conferences
3. restitution for vandalism
4. in school detention
5. loss of privileges
6. loss of MSHSL eligibility
7. suspension from the bus or school
8. law enforcement notification, and
9. expulsion from school

Repeated acts of misconduct may result in more severe consequences.

The building administrator will notify parents or guardians of any suspension of bus privileges. Questions about bus suspensions or other consequence should be directed to the building principal in charge of the student.

It is the responsibility of Adrian Bus Company to provide a written report of bus misconduct to the building principals within a day of the infraction. Principal's in each school building and will use the report as the bases to investigate the misconduct and assign consequences as needed. In addition, the school will retain the reports of student misconduct in the same manner as other student discipline records.

Video surveillance cameras have been installed on buses by the District to encourage bus safety. Adrian Bus Company or administration will not use videotaped recording in an effort to catch students in the act of violating a rule. Rather, administration will use videotape, as deemed necessary, to investigate reported incidents of misconduct. Parents or guardians will not be allowed to view any videotape evidence, as the District is required by law to protect the privacy rights of other student that may be shown on the tape.

BUS MISCONDUCT DEFINED:

The following behaviors have been deemed inappropriate conduct for the bus. Students who ride a bus will be expected to refrain from them. They include, but are not limited to:

- Spitting on the bus floor.
- Littering in the bus.
- No Eating or drinking. (In order to avoid the possibility of a student choking)
- Excessive noise that may distract the driver.
- Horseplay, pushing and shoving in the bus while it is moving or stationary
- Leaving seat/standing or moving around on the bus while bus is traveling.
- The use of profanity, verbal abuse, obscene gestures or verbal harassment or threats directed toward a student or a driver.
- Using flash cameras or other such items that cause a distraction to the driver.
- Possession of inappropriate or sexually obscene material.

- Obscene or lewd behavior.
- Hanging out the windows while it is moving or stationary.
- Throwing of any object in the bus while it is moving or stationary.
- Bullying of another student.
- Physical aggression, harassment or assault against another student.
- Fighting on the bus.
- Possession and/or use of a weapon on the bus.
- Possession, use or distribution of tobacco or any controlled or illegal substance
- Lighting of matches, fireworks or possessions of any flammable substances.
- Unauthorized entrance or leaving the bus through the emergency door.
- Tampering with any of emergency equipment on the bus.
- Holding onto or attempting to hang on to the outside of the bus while it is moving.
- Vandalism to the bus (restitution to be made to Adrian Bus Company).
- Violation of any other student conduct rule.
- Any conduct that endangers the student or any other person.
- Other offenses as reported to a school official not listed here.

Consequences for bus misconduct were explained in the first section of this policy.

DESIGNATED BUS STOPS

Students will be picked up and dropped of at designated stops. Parents/guardians may request a change in stop for their student provided that the stop is on the existing route and the student is a daily rider on that bus. i.e. A daily rider who wishes to get off at friends house, who rides the same bus, must have parental permission in the form of a note or a phone call to the office before the bus driver will drop him/her.

Occasionally, students who live in town or are not regularly assigned to a bus are invited to a friend who lives on a bus route. In order to help identify guest riders we need to observe the following procedures.

- Guest riders must have a signed note from the parent, with emergency contact information on it as well as the destination of the guest rider.
- The principal's office must approve all notes before a student is allowed to ride a bus they are not assigned to.
- The principal's office will keep the original and give a copy to the driver.
- Guest riders will be limited to a reasonable number (3-4) and approved only if space allows.
- A driver who receives a note that is unsigned or unapproved should contact the office for permission to transport.
- Students without a signed/approved note will not be allowed to ride a bus.
- The "bus" is not a taxi service and will not deliver students to after school lessons, Dr. appointments or other locations that are not normally a student stop on the route. Unscheduled stops are a safety and liability issue we need to avoid.

If a parent/guardian has a question regarding transportation services they should contact Adrian Bus Company at 483-2444.

If a parent/guardian has a question regarding this transportation policy or misconduct on the bus they should notify their building principal.

Extra-Curricular Bus Policy

Students who ride the team or spectator bus are subject to the same bus safety rules that apply to all regular bus routes. In addition, students who ride the team or spectator bus must ride that bus to and from the scheduled event unless the following conditions are met:

1. Parents have made special arrangements with the building administrator prior to the departure of the activity bus to take their child home or parents personally notify the director or coach at the activity that they wish to take their student home.
2. Parents/Guardian wishing to have his or her student(s) transported by another parent must complete a Permission to Transport Form. This form must be given to the director/coach on or prior to the day of the activity.

HS/MS Bus Loading Zone

Bus loading and unloading zone for the HS/MS is on Indiana Avenue in the parking cut out north of the new high school gym. No parking will be allowed in this area during the school day. After school, MS/HS students who ride the bus home will be shuttled to the elementary where they will transfer to their normally assigned bus. For the safety of our students, parents are not allowed to drop off or pick up children in this area, when buses are present.

Elementary Bus Loading Zones

The streets directly west and north of the elementary building serve as the busing lanes. For the safety of our students, parents are not allowed to drop off and pick up children in this area.

SECTION FIVE - STUDENT ATTENDANCE

Compulsory Attendance Law

In accordance with the Minnesota Compulsory Attendance Law, Minn. Stat. 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily required to graduate high school, has withdrawn, or has a valid excuse for absence.

Tardiness

Students are expected to be in their assigned class at designated times. Failure to do so constitutes tardiness. Students tardy at the start of school must report to the school office for an admission slip. Valid excuses for tardiness are the same as those recognized for an Excused Absences. If a student is tardy to school due to an excused absence, he or she will still be allowed to participate in any extra-curricular activity or program without penalty. **See Elementary and Middle/High School Sections of the Handbook for specific details regarding tardiness in each building.**

Unexcused Tardiness

Unexcused Tardiness is defined as entering the classroom/designated area past the second bell without a valid excuse/pass from staff. Unexcused tardiness is not the same as an intentional act to skip class. Skipping class carries additional penalties beyond the penalties for having an unexcused tardy. (See section on Unexcused Absences).

Penalties for Unexcused Tardiness to Class/Study Hall/ Advising Period

Students who are unexcused tardy to class or study hall will face the following penalties. After three unexcused tardies, the student will serve a thirty minute detention. If the student exceeds six tardies in a semester, the detentions will be increased to sixty minutes at each interval of three unexcused tardies.

In addition, a student in grade 6-12 will be considered truant if they have unexcused tardies for part of three (3) or more class periods on three (3) days. A student with twenty-one (21) unexcused tardies in seven (7) days is considered “Habitually Truant” and will be referred to Nobles County Truancy Court. (See section on Habitual Truancy).

Parent Procedures for Reporting an Absence

The parent or guardian must notify the school in the event of a student absence. A telephone message to the school is preferred. The Elementary and HS/MS offices are open between 7:30 AM – 4:00 PM, Monday thru Friday to call in an absence. If, however, the parent or guardian is unable to call during those hours, voice mail is available. You may leave a message at anytime. If a call is not made, a note must be sent with the student when the student returns to school. Phone calls will be made to a parent whose student has not been excused and is not in school. Calls may also be made to verify an excused absence for the day. **If the school is unable to reach a parent and the parent/guardian fails to notify the school by within 24 hours of the absence, the absence will be recorded as unexcused.**

Excused Absences and Tardies

The following reasons shall constitute an excused absence or tardy:

1. Illness (The school will require a note from a health care provider in a case of excessive absences for illness.)
2. Serious illness in the student’s immediate family.
3. A death in the student’s immediate family or of a close friend or relative.
4. Medical, dental or vision treatment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
10. Family related travel, or work, which is reported in advance to the school. Students who are going on a family vacation must pick up an Advance Make-up slip from the office to take to classroom teachers in an attempt to get work completed prior to the anticipated vacation.

After School Activities When Absent: Students must be in school for the entire afternoon, starting with 5th period in order to practice or participate in any extra-curricular activities that day. A waiver of this rule can be allowed for verified health care appointments, court appearances, funerals and /or for emergencies that are considered acceptable by the principal.

Excessive Excused Absences for Illness or Other Reason

When a student has accumulated eight (8) excused absences in a semester for illness, the school will require the student to bring in a signed note from a medical provider, on medical stationary indicating the reason for illness for each day or illness beyond eight (8). Failure to do so will result in those days being classified as an unexcused absence.

All other parent-excused absences for beyond eight (8) in a semester will be considered on a case-by-case basis to allow for extenuating circumstance. However, the District reserves the right to classify any parent-excused absence as an unexcused or truant. Any student with seven (7) or more unexcused absences will be referred to Nobles County Truancy Court as Habitually Truant. (See Section on Truancy, Truancy Reporting & Habitual Truancy)

Unexcused Absences and Tardies

The following are examples of absences or tardiness that will not be excused:

1. An absence by a student that was not approved by the parent and/or the school.
2. Any absence in which the parent failed to comply with any reporting requirements of the school district's attendance procedures.
3. Absences resulting from unexcused morning tardies and/or tardies that are the result of an intentional act to skip class.
4. Absence to eat lunch off campus at a food vendor, ie. Subway, Kum & Go, Sports Page, etc.
5. Any other absence not included under the attendance procedures set out in this policy.

Consequences for Unexcused Absences and Tardies

Consequences of tardiness may include loss of credit, loss of participation in extra-curricular activities, detention and/or in-school suspension.

1. Students will be required to make-up missed work and may not be given credit.
2. Students will face possible detention or in-school suspension to make-up time.
3. A student may not participate in any extra-curricular activities, practice, games or programs if he or she has intentionally skipped a class, study hall or homeroom during the day.
4. After three unexcused absences, parents will be required to meet with school officials to determine a process to improve student attendance. A representative from Nobles County Community Services may be invited to assist with the process. After five and seven unexcused absences, an additional meetings will be required. At this time, Nobles County Community Services and a representative from the Nobles County Attorney's Office will be invited to attend.
5. After eight cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference will be held among the principal, teacher, student and parent.
6. In cases of recurring unexcused absences, the administration may request the county attorney to file a petition with the juvenile truancy court, pursuant to Minnesota statutes.
7. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56. Days during which a student is suspended from school shall not be counted as an unexcused absence.

Truancy

Our truancy policy is based on Minn. Stats. Ch.260A. According to the statute, a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

Truancy Reporting

When a student is initially classified as a continuing truant, Minn. Stat. 260A.03 provides that a designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. 120A.34;
4. That this notification serves as the notification required by Minn. Stat. 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

Habitual Truancy

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days or is absent without excuse from one or more class periods on seven school days. School Administration shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Make-up Work

Each student is responsible for all make-up work generated by an absence from class. The student should make arrangements to obtain the make-up work prior to an anticipated absence. **When the absence is unexpected**, students will have one additional day to make-up work for each day missed. However, the building administrator or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

SECTION SIX – STUDENT CONDUCT, EXPECTATIONS & DISCIPLINE

Expected Student Conduct

The development of respectful, reasonable and responsible behavior is considered a part of the learning process. While at school, students will be expected to:

1. Refer to teachers by last names such as Mr. Smith, Miss Jones, etc.
2. Be responsible for bringing all necessary materials to class.
3. Be on time for class and in your seats when the period starts.
4. Be respectful and courteous to your peers and all school personnel.
5. Be responsible for the care of materials assigned by the school.
6. Be dressed appropriately.
7. Follow directives given by school personnel.
8. Adhere to school policies and procedure at school and at all extra-curricular activities.
9. Adhere to moral standards of honesty and integrity.

The school is obligated to take corrective measures any time a student's behavior disrupts the routine of the school, interrupts the classroom activities, is inconsiderate of the rights and privileges of others, or endangers the safety of others. Consequences listed under **Inappropriate & Unacceptable Behaviors** will be applied as corrective discipline measures to help reinforce proper student conduct and ensure a safe school.

Expected Care of School Property and Materials

All who use the school buildings and equipment will be expected to do so in a considerate manner. Students will be required to pay for materials and books that are lost or damaged. Normal wear is expected - abusive damage is not. Other consequences listed under **Inappropriate & Unacceptable Behaviors** may apply.

Expectations Regarding School Lockers

Lockers will be assigned the opening day of school. You will be responsible for the locker assigned to you. Do not change lockers without permission from the office. Student lockers for the middle/high school are to be secured at all times with combination padlocks provided by the student. This policy includes assigned gym lockers. Elementary lockers are not to be locked. **Lockers are the property of the school. They may be opened for inspection at any time by the school administrator when school officials have a reasonable basis to do so.** Examples of this would include:

1. The belief that an emergency exists which involves the safety of the students.
2. That a student is concealing stolen goods or has materials, which are prohibited by federal, state, or local law.
3. For other reasonable circumstances not specified herein.

School Consequences listed under **Inappropriate & Unacceptable Behaviors** will be enforced in the event a locker search produces evidence a violation of school policy or some other law has occurred.

Expected Personal Attire

Clothing or other personal attire that suggests, implies or conveys profane or obscene messages related to sex, race or religion or promotes, alcohol, drugs, secret societies, gangs, weapons or violence is strictly prohibited. **Clothing should be appropriate to include a strap of at least 2 inches, covered midriff, no visible undergarments, and no revealing cuts. Shorts/skirts should fall past the palm of the hand and include an inseam of 2 inches.**

Any student whose attire violates this policy will be given an opportunity to change at school into acceptable apparel. If the school has a clean t-shirt available, the student will be asked to wear it so that they can return to class without a delay. Parents will be notified in such cases that a student needs to be sent home from school for a change of clothes. All class work missed during their absence will be recorded as unexcused and time will be made up.

Trenchcoats, hats, caps, scarves, bandanas etc., are not to be worn to classes during the school day. **Administration has the discretion to prohibit clothing or accessories that may be deemed a risk.** Students will be allowed to enter the building in the morning wearing hats and coats. However, they must go immediately to their locker to remove and store the articles for the remainder of the school day. In the event a student is cold, a teacher has the discretion to allow a coat to be worn in class. Shoes or sandals are required of all students.

The personal attire policy will be in effect during the school day and at school sponsored activities, field trips, games, dances or other events that school is involved in outside of the regular school day. Students in violation of this policy at school events outside the regular school day may be asked to change or leave the event. A student who refuses to comply with such requests will face additional consequences for insubordination listed under **Inappropriate & Unacceptable Behaviors**.

Expected Behavior at Extra Curricular Events

Students are encouraged to take part in all of the activities that are offered for their enjoyment and the enrichment of their educational experience. Activities sponsored by the District are considered and extension of the school day. Therefore, all school policies apply to students who wish to attend or participate in extra-curricular activities sponsored by the District. All who participate must meet the "Eligibility Guidelines" listed in the middle/high school section of the handbook.

Attendance at extra-curricular activities is a privilege. Misbehavior in school or at school activities may cost a participant the right of participation, and the spectator the right to attend future activities. Participation in any school-sponsored activity is also governed by the MSHSL rules pertaining to the use of alcohol, tobacco, or any controlled substance.

It is requested that everyone stand and honor the American flag during the playing of the National Anthem. Students should remain seated during the game, and are not allowed on the playing court/field at half time unless they are participating in an activity. Students who misbehave or display poor sportsmanship may be asked to leave the activity and face other school consequences listed under **Inappropriate & Unacceptable Behaviors**

Disciplinary Options Defined

The following discipline options will be considered when student misconduct has taken place.

1. Student/Parent Conference: A teacher or administrator may try to resolve the issue by calling or meeting with the student and their parents/guardians. In most disciplinary cases referred to the principal's office, a parent/guardian contact will be made along with additional consequences the principal deems necessary to enforce school policy and correct inappropriate and unacceptable behavior. (See section on **Inappropriate & Unacceptable Behavior**).
2. Detention: A student may be detained during recess, lunch, before or after school hours as a disciplinary action. If the student is transported, the school will give one day's notice so that the student can make arrangements for his own transportation. In the event of a lunchtime detention, students will be served lunch in the office or some other area designated by the administrator. Failure to show-up for a scheduled detention will result in additional detention time or ISS or OSS.
3. Removal From a Class: The teacher may remove a student from class that disrupts the learning environment of the classroom. The student is to be sent to the office. Removal from class may be extended by administration based on the severity of the behavior. The administration may determine that detention, ISS, or OSS is warranted in such cases where disruptive behavior has resulted in other violations.
Parents will be notified when students are removed from the classroom. Students will have the opportunity to maintain their classroom assignments while they are removed from the class. Students who are removed from the classroom for disciplinary reasons will automatically lose their right to participate in extra-curricular activities on the day that they are initially removed from class. The loss of participation includes practice, games and/or public performances.

If a HS student is removed from class three times during the course of a semester, they may face one or more of the following consequences, which may include:

- A. Permanent removal from the classroom.
 - B. Loss of credit for that course.
4. Suspension (ISS –In School Suspension OSS – Out of School Suspension)

Beyond detention, or removal from a class, suspension is the most severe administrative punishment for improper behavior. In-school suspension (ISS) may be used in place of out-of-school suspension (OSS). Procedures to implement out-of-school suspensions, are outlined in the "Minnesota Pupil Fair Dismissal Act of 1974".

The length of the suspension will depend upon the offense. As part of the suspension process, students will meet with the administrator in charge. Reasons for the suspension will be explained to the student at that time. Parents will be notified in writing as to the reason for the suspension and its length. Readmission to school will involve a conference between the administrator, the student and the parent/guardian. Notwithstanding the provision of Section 5, Subdivisions 1 and 2, the pupil may be suspended pending the school board's decision in an exclusion or expulsion hearing: provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

In or Out-of-School Suspensions will result in the loss of participation or attendance at all school functions and activities until such time the suspension has been served. Activities and functions include practices, games, dances, contests, graduation, etc. Suspended students who show up at school functions or activities will be considered trespassing on school grounds and will be removed by law enforcement.

5. Expulsion: The act of expulsion by the school board is the most severe disciplinary act allowed. The implementation of this act removes the student from school for the balance of the school year. Procedures to implement the act of exclusion or expulsion are outlined in the "Minnesota Pupil Fair Dismissal Act of 1974." Copies of this act are available in the school office.
6. Law Enforcement Referral: Law enforcement officials will be contacted in the event that a student violates civil law or district policies that require police intervention.

Inappropriate & Unacceptable Behaviors Defined

The following list of inappropriate and unacceptable behaviors is provided to help define and classify expectations and possible consequences. Expectations on this list are not all –inclusive in terms of what the school may consider as inappropriate and unacceptable behaviors are not necessarily limited to items listed. It is up to the principal to investigate reported incidents of inappropriate and unacceptable behavior. Students that lie to administration or attempt to impede an investigation in any manner may be subject to greater disciplinary consequences.

1. Hazing/Bullying /Harassment: Hazing/bullying/harassment are inconsistent with the educational goals of a safe and orderly school and are strictly prohibited at all times.

"Hazing," means committing an act against a student, or coercing a student in 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, and or for any other purpose. The term hazing includes, but is not limited to activity that subjects the student to an unreasonable risk of harm that may adversely affect the mental or physical health and safety of that student or others.

“Bullying” means committing verbal or physical acts against a student which may adversely affect the mental or physical health and safety of that student. The term bullying includes, but is not limited to an on going pattern of words or actions with intent to intimidate, threaten, ostracize, embarrass or humiliate. This definition also includes any form of cyber bullying/harassment during the school day, (including school sponsored activities) that use cell phones, computers or other electronic devices. See Section 514 of the MN School Board Policy Manual adopted November 15, 2010.

“Harassment” is deemed to be any word or action that negatively identifies, targets or discriminates against a person based solely on identifiable characteristics such as gender, religion, ethnic background, race, age or sexual orientation. Harassment includes, but is not limited to name calling, slurs, threats or actions that causes physical, social or emotional harm.

Any person may report “hazing, bullying or harassment” to school personnel or to the building administrator. The building administrator is the person responsible for investigating reports of hazing/bullying or harassment at the building level. Upon completion of the investigation, administration will take appropriate action. Such action may include, but is not limited to:

1. Student/Parent/Guardian Conference
 2. Detention
 3. Removal From Class
 4. In-School and/or Out-Of-School Suspension
 5. Loss of MSHSL eligibility
 6. Alternative Placement
 7. Law Enforcement Referral
 8. Recommendation for Expulsion
2. Insubordinate Behavior: Insubordination includes words or actions that demonstrate a lack of respect toward school personnel and policies. Such acts may include; the use of profanity, refusal to respond appropriately to reasonable directions given by school personnel, an argumentative or belligerent attitude and/or any willful act to violate school policies. Students who are insubordinate will face one or more of the following consequences:
1. Student/Parent/Guardian Conference
 2. Detention
 3. Removal from Class
 4. In-School and/or Out-Of-School Suspension
 5. Loss of extra-curricular and/or MSHSL privileges
 6. Alternative Placement
 7. Recommendation for Expulsion
3. Threats: A threat is generally characterized as an intimidating statement or action implies that person(s) or property will be harmed. A threat may take the form of a verbal comment, a menacing gesture, a written statement. The use of cell phones, computers or other electronic devices that use cyber space to make a threat is strictly prohibited. Students who make threats will face one or more of the following consequences depending on the nature and severity of the threat:
1. Student/Parent/Guardian Conference
 2. Detention
 3. Removal from Class
 4. In-School and/or Out-Of-School Suspension
 5. Loss of extra-curricular and/or MSHSL privileges
 6. Alternative Placement
 7. Law Enforcement Referral
 8. Recommendation for Expulsion
4. Disorderly Conduct: Disorderly conduct shall be characterized as behavior that is deemed inappropriate for a maintaining a safe and orderly school setting. Such behavior could

include running, pushing, shoving, loud noise or other types of obnoxious disruptive behavior. Such behavior will result in one or more of the following consequences:

1. Student/Parent/Guardian Conference
 2. Detention
 3. Removal from Class
 4. In-School and/or Out-Of-School Suspension
 5. Loss of extra-curricular and/or MSHSL privileges
5. Fighting: Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another as differentiated from disorderly conduct. Students who engage in fighting will face one or more of the following consequences:
1. Student/Parent/Guardian Conference
 2. In-School and/or Out-Of-School Suspension
 3. Loss of extra-curricular and/or MSHSL privileges
 4. Alternative Placement
 5. Law Enforcement Referral
 6. Recommendation for Expulsion
6. Assault: Direct assault either with or without a weapon, is characterized as a willful attack by a student against another person with the intent to cause bodily harm. Consequences will result in one or more of the following options.
1. Student/Parent/Guardian Conference
 2. Out-Of-School Suspension
 3. Loss of extra-curricular and/or MSHSL privileges
 4. Law Enforcement Referral
 5. Possible Alternative Placement
 6. Recommendation for Expulsion

Recommendation of Expulsion shall be dealt with under the section of this policy dealing with weapons.

7. Weapons Use and/or Possession: Weapons use and/or possession include having a weapon on one's person or in an area subject to one's control on school property or at a school activity, regardless of its location. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use is capable of threatening or producing great 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, throwing stars, explosives, stun guns, ammunition, mace, etc.
- Use or possession of a weapon will result in one or more consequences:
1. Student/Parent/Guardian Conference
 2. Out-Of-School Suspension up to ten days.
 3. Loss of extra-curricular and/or MSHSL privileges
 4. Law Enforcement Referral
 5. Recommendation for Expulsion

Special Note: A student who finds a weapon on the way to school or in the school building should immediately notify a teacher or the principal's office.

8. Substance Abuse: No one is permitted to possess or use the following substances on school property; tobacco products, alcohol, illegal drugs, inhaled substances, and any look-a-like or counterfeit substances passed off as a drug, i.e. fake marijuana. Unauthorized use or distribution of prescription drugs is also strictly prohibited. Possession or use of drug paraphernalia is not permitted on school property at any time. Possession or use of any of the items described in this section will result in one or more consequences:
1. Student/Parent/Guardian Conference
 2. Out-of-school suspension from 3 or more days
 3. Loss of extra-curricular and/or MSHSL privileges
 4. Law enforcement referral
 5. Recommendation for Expulsion
 6. A referral to the School's Substance Abuse Team will be made.

Under current law, substance abuse violations that occur outside the school are to be reported to his/her school district by the law enforcement agency involved. All student violations are referred to the school Chemical Abuse Pre-assessment Team headed by the school counselor. Students will also face school and MSHSL consequences for all such reports made to the school. Further more, any student who violates this policy and causes a disturbance at an after school activity, may be excluded from attendance at any school sponsored activities for up to one calendar year from the time of occurrence. Helping agencies for chemical problems:

District 511 HS Counselor	507-483-2232
Southwestern Mental Health Center Luverne	507-283-9511
Southwestern Mental Health Center Worthington	507-376-4141
Alcoholics Anonymous/Alateen & Pre-Teen	507-372-7671

9. Vandalism: Vandalism is any willful defacing or destruction of property. Disciplinary measures will include one or more of the following consequences:
1. Student/Parent/Guardian Conference
 2. Restitution for damages
 3. Detention
 4. Removal from Class
 5. In-School or Out-Of-School Suspension
 6. Loss of extra-curricular and/or MSHSL privileges
 7. Law Enforcement Referral
 8. Recommendation for Expulsion
10. Moral Misconduct: Moral Misconduct is any willful act by a student to lie, cheat, steal or act in a lewd or sexual manner that is deemed inappropriate. Disciplinary measures will include one or more of the following consequences:
1. Student/Parent/Guardian Conference
 2. Detention
 3. Removal from Class
 4. In-School or Out-Of-School Suspension
 5. Loss of extra-curricular and/or MSHSL privileges
 6. Law Enforcement Referral
 7. Recommendation for Expulsion
- Theft needs to be reported to the Elementary or High School Office immediately. A form will be filled out and a report will be made with local law enforcement.

SECTION SEVEN - STUDENT USE OF PERSONAL COMMUNICATION DEVICES

A student may possess and use a cellular phone or other Electronic Communication Devices (ECD) subject to the limitations of this and other district policies. A parent must provide the district with written confirmation that their student may possess an ECD on school property. This confirmation gives the students permission to use the ECD with respect to the following guidelines and limitations:

In the Middle School students may be allowed to use cell phones in classes only with direct permission from the teacher. In an effort to increase student socialization, cell phone use will be limited to the last 10 minutes of the noon hour.

At the Elementary, students will be required to put their ECD away prior to going to their classrooms at 8:00 AM, and they are not allowed to use them until 3:15 PM.

Respect for educational environment:

1. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment. In the Middle and High School, Cellular phones and other electronic devices shall be turned off during instructional time unless the teacher has given explicit permission to use the device. The teacher may request specific placement (in a bin/facedown on desk, etc) of devices during all/portions of the class periods.
2. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas---such as near lockers or the lunchroom/commons area—or outside on school grounds. Students may be allowed to used electronic devices in the senior lounge, open study hall. Students in the library may be permitted to use electronic devices for academic purposes with the permission of the supervisor.
3. Teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives. Students will be expected to comply with each teacher's directive regarding use of electronic device, which may vary based on activities with the classroom.
4. Cellular phones and other devices may NOT be used in testing centers and during fine arts performances, assemblies. The use of cell phones for text messaging of answers and other sensitive class material is considered cheating. All parties involved will receive no credit for work and will face additional disciplinary action as outlined below.
5. The use of ECD's or cell phones to harass, bully or threaten any individual is strictly prohibited and will result in consequences outlined in the policies on bullying, harassment and threats.
6. The use of an ECD to share or transmit images that are inappropriate, lewd or pornographic is strictly prohibited.
7. Students are NOT allowed to use an ECD or cameras to record, videotape or take pictures of any student or staff person without their consent.

Respect for privacy rights:

1. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting event or public performances.

2. Students shall not e-mail, post to the Internet/Social Media or other otherwise electronically transmit images of other individuals taken at school without their expressed written or verbal consent.

3. Restrooms, locker rooms and changing rooms are prohibited from capturing images (photo or video) at any time.

Assuring Academic integrity:

Students shall not use cellular phones or other electronic devices (SMARTwatches, tablets, etc.) in any way that may cause a teacher or staff member to question whether the student may be cheating on test or academic work or violating copyright policy

*****These rules apply to the school bus as well.

Any unauthorized use of ECD will result in the device being confiscated and turned into the office. A confiscated ECD will be returned to the student's parent/guardian or the parent/guardian may call the building administrator giving him permission to return the phone to the student at the end of the day. A confiscated ECD can be searched by school officials if they determine there is probable cause, such as the device having inappropriate messages that intimidate, threaten or bully, this also hold true if the device has inappropriate images that are lewd or illegal. In some cases, school officials may turn the ECD over to law enforcement to hold as evidence

Any student who refuses to comply with this policy or refuses a direct request from a staff member to turn over a device will face one or more of the following consequences:

1. Parent/guardian conference
2. Confiscation of the device
3. Loss of all cell phone/ECD privileges as described in this policy
4. Detention
5. Removal from Class
6. ISS or OSS
7. Loss of extra-curricular or MSHSL privileges
8. Possible Law Enforcement Referral
9. Possible Expulsion

SECTION EIGHT - INTERNET & COMPUTER USE POLICY

Acceptable Use

The school district computer system has a limited educational purpose, which includes use of the system for classroom activities or educational research. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. The use of the school district system and access to use of the Internet is a privilege, not a right.

Unacceptable Use

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute any:
 - A. pornographic, obscene or sexually explicit material
 - B. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language

- C. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process that could cause damage or danger of disruption to the educational process
 - D. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination
 - E. **non-educational** internet games, music, chat rooms or other uses of the computer that is disruptive to the educational process and/or inappropriate for the education setting.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any gambling, solicitation or other illegal act that violate any local, state or federal law.
 4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school districts security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the school district system to access social networks, including but not limited to "MySpace" and "Facebook," for the intended purpose of posting private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable.
 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another persons account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the school district administration.

Consequences for Unacceptable Use of Internet and Computers

Depending on the nature and degree of the violation and/or the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

1. Parent or Guardian Conference
2. Suspension or cancellation of computer use or access privileges for one to ten days or longer
3. Loss of class credit
4. Payments for damages and repairs to hardware or software
5. Discipline under other appropriate school district policies, including suspension, expulsion or exclusion
6. Loss of extra-curricular or MSHSL privileges
7. Law enforcement referral for activity that is criminal in nature

Inadvertent Access of Unacceptable Materials

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall **immediately** disclose the inadvertent access to the teacher, technology coordinator and/or computer lab supervisor. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

Parental Notification & Alternative Activities

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.

SECTION NINE– GENERAL INFORMATION, GUIDELINES & POLICIES

Lost and Found

The lost and found department is located in the elementary and high school offices. Please deliver found items to the office, and check with the secretary if an item has been lost.

Contacting Your Child During the School Day

The school telephone is available for use by pupils for **emergency** calls. Pupils may obtain permission from their classroom teacher to use the phone. The building secretaries will take telephone messages for teachers and students. Telephone messages for staff members will be routed to individual voice mailboxes. **Remember, student cell phone use during the school day is prohibited. (See Personal Electronic Devices & Communication Devices Policy)**

Activity Free Wednesday Nights

No school activities will be scheduled after 6:00 PM on Wednesday's. School facilities will not be made available on Wednesday nights after 6:00 PM for youth activities run by non-school/non-church organizations or individuals. **(An exception to this rule is made to accommodate MSHSL scheduled events that may fall on a Wednesday night. Such events are beyond local control and supersede this policy).** The limitations on Wednesday night will be in effect from the start of first day of school in the fall to the end of the last day of school in the spring. There will be no prohibition on Wednesday night facility use when school is not in session during summer vacation.

Curriculum Statement

The District has designed the curriculum to meet educational outcomes and state mandates. A variety of teaching approaches and tests are used to deliver the curriculum and measure progress.

Physical Education

Physical education is required for all students K-10th grade by the State Department of Education. Therefore, students will not be excused from taking part in Physical Education classes except in the following cases:

1. One or two days with written excuse by parent, nurse, or physician, stating the injury or illness.
2. If more than two days, the reason must be specifically stated by a physician.

Supplemental Services

The District provides additional support for students in a variety of areas such as: Title 1 for Reading/Language Arts and Math, Special Education Services, including: Specific Learning Disabilities, EBD, DCD, Speech Services, Deaf & Hard of Hearing, Adaptive Phy. Ed., Early Childhood Special Education, Birth through Three Special Needs Program, Psychologist, Audiologist, Occupational Therapy, School Nursing Services, and School Counselor Services.

Fees for Student Projects

Some classes offered in the Adrian Public School system require additional fees for consumable goods that are in the form of take home projects that becomes the property of the student. Such classes include: Industrial Technology, Art, Family and Consumer Science, Industrial Arts, etc. Your student will be notified if there is a cost for class supplies. The cost for supplies for individual projects in woods/metals shop must be paid in full by October 1st. Students will not be allowed to start the project until payment has been received. Students who fail to pay in advance by October 1st or choose not to make an individual project will be given an alternate assignment by the instructor.

Food Service Information

ADRIAN ISD 511 FOOD SERVICE POLICY

All outstanding balances from the previous year must be paid in full before the start of the new school year. Failure to do so will prevent your family from making charges to the food service account system in **2017-18**. Students that start the year with an outstanding balance will be allowed to purchase meals on daily basis for cash only. Students are encouraged to bring a sack lunch from home if they are unable to purchase a meal.

Student Lunch Accounts are set-up on a prepay basis.

1. Each Student has an individual account number that they should memorize.
2. Food Service account money must be received and deposited for students in the family account prior to purchasing meals.
3. One check may be written to cover all students in the household. Student's name and/or family account number should be clearly written on the check to insure proper credit.
REMINDER that cash payments must be labeled with student/household name to ensure proper credit.
4. If an insufficient fund check has been written to the school, only cash or a cashier's check will be accepted for future lunch account deposits.

In order to prevent outstanding balances the following procedures will be followed.

1. Whenever the food service account is **\$15.00** or below an email, letter or phone call will be made to parents indicating they have a low balance.

2. **A student may not make charges to an account that has a zero or negative balance.**
Students may bring a sack lunch or eat on cash only basis until such time that they have a positive lunch account balance.
3. If an account has a negative balance then any cash that is received for meals that exceed the cost of a daily meal will go as a payment against the outstanding balance.
4. Parents and/or students can check their account balance by going to the Infinite Campus Portal parent on the District Web Site at www.isd511.net or by calling Sarah Lenz at 483-2266 or by emailing s.lenz@isd511.net

Seconds.

1. Students wishing to purchase a **Second or A la Carte** item must go to the Cashier before going through the lunch line and charge or purchase a ticket for seconds.
2. The ticket must be presented to the line cook before a second or A la Carte is place on their tray.
3. Students with a negative balance will not be allowed to charge or purchase a Second or A la Carte.

Free and Reduced Application for free or reduced breakfast and lunch.

1. Parents are encouraged to fill out the application for free and reduced breakfast and lunch. The application is in your school packet and it only takes a few moments to see if you qualify.
2. **The school is not** required to provide a free second entrée or free ala carte items for students in the free and reduced program. These items can be purchased with cash or charged to the account only if it has funds in that account.

Your participation in the free and reduced program qualifies the District to receive additional state and federal funds that benefits the entire school.

Breakfast and Lunch Prices for 2017-18

School Year Prices for 2017-2018	Regular Price	Reduced	Free
K-12: Breakfast Prices	\$1.50	FREE	FREE
Extra Breakfast Entrée	\$1.10	\$1.10	FREE
Extra Cereal Entrée	\$.90	\$.90	FREE
K-5 Lunch Prices	\$2.65	\$.40	FREE
6-12 Lunch Prices	\$2.85	\$.40	FREE
Extra Milk	\$.50	\$.50	FREE
Extra Entrée	\$1.75	\$1.75	FREE
MS/HS Extra Specialty/Pizza Ranch Pizza	\$1.85	\$1.85	FREE
Adult Breakfast/Visiting student	\$1.85		
Adult Lunch/Visiting Student	\$3.70		

Breakfast and Lunch Serving Times.

Breakfast is served from 7:40-8:10 daily at the Elementary and 7:30-8:10 at the Middle/High School Buildings. Students who use the lunchroom for the breakfast and noon meal are reminded of their responsibility to help keep it clean. Plates, silverware, napkins, etc., must be picked up and returned

to the wash area after the meal. Students unwilling to extend this reasonable courtesy will face school consequences as determined by the principal and school discipline policy.

Closed Noon Hour & Sack Lunches.

Noon hours are closed by School Board directive. Students in grades K-12 must remain on Campus in their designated lunch areas for lunch. **The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student's breakfast or lunch.** Furthermore, the District does not allow parents to bring in a purchased or special meal for an individual student or a group of students. Students are allowed to bring a sack lunch from home if they choose not to eat school lunch. Sack lunches must be eaten in the cafeteria and are not allowed in the hallways. The School District does not provide a microwave for student to use for reheating a food item brought from home. Parents are not permitted to excuse their child to leave school to purchase a lunch at vendor such as Subway, Kum & Go, The Sports Page, etc.

Activity Admissions/Gate Passes

The price of admission to AHS activities for all sporting events, and plays:

Student Admission (Grade K-12)	\$4.00	Student 10 Punch Activity Card	\$30.00
Adult Admission	\$6.00	Adult 10 Punch Card	\$50.00
Individual Student Season Pass	\$35.00		
Family Pass Card	\$175.00	Senior Citizen Pass (Age 65)	FREE

A free will donation for admission to band and choir events.

Prom Grand March Admission: Students & Adults \$2.00

SECTION TEN – MIDDLE / HIGH SCHOOL POLICIES AND PROCEDURES

Visitors

Please note that we have made some changes to our building security procedures at the beginning of the 2016-2017 school year, all entrances will be locked during the school day from 8:15-3:15. **All visitors must enter the Middle/High School through the East Entrance. Once a visitor enters the vestibule, they will need to request admittance using the Video Call system. Once admitted, all visitors must register in the Middle/High Office. Visitors will be required to wear a Visitor Badge**

Advising Period

During this time announcements are made and student meetings are scheduled. Attendance during the advising period is mandatory, not optional. Skipping Advising Period is the same as skipping a class and holds the same penalties.

Open Study Hall

Students in grades 11 & 12, who have a cumulative GPA of 2.3 or above and who are not on the deficiency list, will be offered an "open" study hall. Eligible students will not be required to report to study hall for attendance purposes. The designated areas for open study include the cafeteria, picnic tables near the MS/HS office entrance and the senior lounge. The senior lounge is still reserved for seniors only. Students are to stay in designated areas and not be wandering in the halls.

If open study hall students need to use the library or computer lab to work on assignments required by classroom teachers, they must 1. Obtain a pass from the classroom teacher that is requiring them to complete an assignment, 2. Bring the classroom teacher's pass to the office to obtain a library or computer lab pass from the high school office secretary, 3. Take both passes to the library or computer lab supervisor, and 4. Return the library or computer lab pass to the high school office secretary before the period ends. Open study hall is a privilege, which will be taken away if abused. Students are expected to model appropriate behavior and refrain from horseplay and excessive noise. Students who have been removed from a classroom due to inappropriate behavior will lose Open Study Hall privileges for the remainder of the semester.

Student Use and Parking of Motor Vehicles

It is the policy of the school district to allow the limited use and parking of motor vehicles by students in school district locations. Therefore, the purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations and school zones, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. The information below provides summary notification of the Policy 527. A complete copy of Policy 527 may be obtained from the District Office.

Students who violates this policy, or any directives or guidelines implementing this policy, is subject to loss of driving or parking privileges and discipline in accordance with the school district's Student Discipline Policy. Such discipline may include suspension, exclusion, or expulsion. In addition, the student may be referred to law enforcement.

Driving in School Zones

In order to ensure the safety of students, the streets around our schools must be maintained as a safe driving zone before, during or after school and at any time student are present for extra curricular activities. Please recognize this and drive with extreme caution around our school grounds. Crossing guards will be used before and after school on Maine Ave to help ensure student safety. Unsafe driving in school zones will be reported to law enforcement. School consequences will be enforced if a student drives in as unsafe manner in the "school zone."

Motor Vehicle Use During the School Day

Students generally are not permitted to use motor vehicles during the school day in any school district location. However, the following exception apply:

1. Students may use motor vehicles to travel directly from the High School to the Elementary for Peer Helping.
2. Students may use motor vehicles to travel to authorized work release.
3. Students may use motor vehicles to attend PSEO classes.
4. Student may use motor vehicles to attend parental authorized medical appointments.
5. Any other use of motor vehicle by a student will require administrative approval and parent permission by either a note or phone call.

Students found to be driving or riding in vehicles during the noon hour or any other time during the school day, without administrative approval will face disciplinary measures. If Peer Helpers are found driving around town during Peer Helping time they will be removed from the program and face other possible consequences.

Snowmobiles

Students who ride snowmobiles to school must follow all City of Adrian and state ordinances related to snowmobile use in town. Snowmobiles must be parked on the west end of the student parking lot

off of the pavement. Riders should use the alley to access the snowmobile parking area and should not ride on other areas of the school property.

Student Parking

Parking in a school district location is a privilege, not a right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students may not park vehicles in driveways, on private property, or in other areas designated for use only by staff or marked by the city as resident parking or no parking zones. Students may park in spaces north of the high school and in the west parking lot next to the church. **The parking spaces along Indiana Ave. on the west side of the MS/HS building are reserved for staff parking only.** When there are unauthorized vehicles parked on school district property, school officials may require the vehicle to be moved or may have the vehicle ticketed and towed at the owners expense.

In an effort to keep our school safe, school officials may periodically patrol school district parking areas and public streets that are in a “School Zone.” “School Zone” means any school district location and the area surrounding any school district location to a distance of three hundred (300) feet or one city block beyond the school district location, whichever distance is greater. School officials may also periodically conduct a plain view inspection of any motor vehicle that a student parks in a school district location or on a public street that is in the “School Zone.” The purpose of such an inspection is to determine whether any evidence of a violation of a school rule, policy, or law is in plain view. Such patrols and inspections do not involve opening or entering a vehicle and may occur without prior notice, consent, or a search warrant.

However, if during such a plain view inspection there is visual evidence of weapons, look-alike weapons, ammunition, drugs, alcohol, tobacco, controlled substances, stolen property or other prohibited items a school official may search the interior of the vehicle including the trunk, glove compartment, and any containers in the vehicle. Such searches are to be reasonable in scope and may be conducted without notice, without consent, and without a search warrant. In addition, if a school official has a reasonable suspicion that a school rule, policy, or law has been violated a vehicle search may occur. A student will be subject to loss of parking privileges and to other disciplinary measures if the student refuses the request of a school official to open a locked motor vehicle that is under the student’s control, or to open any compartment or container that is in such a vehicle. If a search yields any item, which is prohibited in a school location or a school zone by school district policy or law school officials may seize the item and may turn it over to law enforcement.

No exceptions to this definition are made for weapons that are unloaded and in a case, or are unloaded and in the closed trunk of a vehicle.

Homecoming

Homecoming Week is celebrated in September or October each year and is organized by the student councils. The goals of the week are to celebrate and enhance school spirit and pride while encouraging student participation in all school activities.

Ten seniors, five girls and five boys, are chosen by a vote of the student body for the Homecoming Royal Court, from which the Homecoming Queen and Homecoming King are then chosen by student vote. All members of the Royal Court must be full-time, on-campus students in good academic standing who have had no violations of the MSHSL code of conduct during the current

semester. In the case of a tie, winners will be chose by random drawing with at least 3 staff members (the advisor and two others) present.

Snow Week

Snow Week is held in January or February each year and is organized by the student councils. The goals of Snow Week are similar to Homecoming with a special focus on recognizing student participation and leadership. As a result of this goal, AHS teachers select eight seniors, four boys and four girls, as the Snow Week Royal Court, including a Queen and King. These students are recognized for their positive leadership in the classroom, in school activities, and in the community during their years at AHS.

School Dances

There will be three school sponsored dances a year for students in grades 9-12. Homecoming, Snow Week Dance, and Jr.–Sr. Prom. Dances will be chaperoned by school staff and at least one administrator. A police officer may be present at all dances. Students may be subject to a breath test if school officials suspect the use of alcohol. **Student guests from other schools must be registered with the high school office at least one day before the day of the dance.** The District reserves the right to refuse outside guests who are not students at AHS from attending the dance. Guests 21 years of age or older will not be allowed to attend high school dances. Middle School students will not be allowed to attend grade 9-12 dances. Dances for students in grades 6-8 will be determined by Middle School Advisors and Administration.

Passes

Students may request a pass to go to another supervised area such as another classroom, shop, Home Ec., etc. Teachers may issue passes to students when they need to see them for make-up work or some other purpose. The student must secure these passes in advance from the teacher who is requesting to see them.

Students must return to classes and study halls before the end of the period to be checked in. The pass that requested their release must be returned to the study hall supervisor or classroom teacher. It must bear the initials of the teacher who requested to see the student, and the time the student was sent back to the study hall or classroom.

A study hall supervisor or classroom teacher may issue a pass to a student to go to the office. It is the responsibility of personnel in these offices to sign the pass of the returning student, or notify the issuing teacher that the student will not be returning.

Post-Secondary Recruitment

During the year post-secondary schools, and the various military services, send recruiting representatives into our school. Students wishing to take advantage of this privilege must get a pass from the office giving them permission to miss class. Students will be released from class to meet with the admissions counselors and recruiters provided they make-up the work that is missed.

Senior Post-Secondary Visits

School policy allows students to use time during their senior year to visit post-secondary institutions. To be excused, these absences must be: verified prior to the date of visitation, and students must make arrangements for makeup work prior to the absence. Failure to meet these two requirements will result in the absence being listed as unexcused. Post-secondary visits do not affect extra-curricular eligibility.

Attendance/Absences

For District Attendance/Absence Policy See pages 17-20 of the Handbook

Make-up Work

Each student is responsible for all make-up work generated by an absence from class. The student should make arrangements to obtain the make-up work prior to an anticipated absence. **When the absence is unexpected**, students will have one additional day to make-up work for each day missed. However, the building administrator or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused Tardiness

Unexcused Tardiness is defined as ~~showing up~~ entering the classroom/designated area past the second bell without a valid excuse/pass from staff. Unexcused tardiness is not the same as an intentional act to skip class. Skipping class carries additional penalties beyond the penalties for having an unexcused tardy. (See section on Unexcused Absences).

Penalties for Unexcused Tardiness to Class/Study Hall/ Advising Period

Students who are unexcused tardy to class or study hall will face the following penalties. After three unexcused tardies, the student will serve a thirty minute detention. If the student exceeds six tardies in a semester, the detentions will be increased to sixty minutes at each interval of three unexcused tardies.

In addition, a student in grade 6-12 will be considered truant if they have unexcused tardies for part of three (3) or more class periods on three (3) days. A student with twenty-one (21) unexcused tardies in seven (7) days is considered “Habitually Truant” and will be referred to Nobles County Truancy Court. (See section on Habitual Truancy).

High School Student Council

According to its mission statement, *“the AHS Student Council is a voice for the student body that works to provide leadership and promote a positive school climate”*. In order to do so, the Council meets at least twice per month to represent the students of AHS and provide leadership for student activities.

The Council is comprised of 19 elected students from grades 9-12. There are six seniors, five juniors, four sophomores and four freshmen on the Council. Elections are held each April for the following school year. The Council is led by the Senior class officers (President, Vice President, Secretary and Treasurer) and a Class President for each of the grades 9-12. The officers and class presidents comprise the Cabinet, which meets regularly with the Student Council Advisor and/or the Principal (as needed) to discuss student issues or to plan the agenda for upcoming meetings. In the case of a tie, winners will be chose by random drawing with at least 3 staff members (the advisor and two others) present.

Middle School Student Council

The Middle School Student Council is comprised of 15 students: four 6th graders, five 7th graders and six 8th graders. The Council is led by a President, Vice President, Secretary and Treasurer elected from the 8th grade class. The MSSC provides leadership for middle school activities and serves as a bridge between students, staff and administration on issues related to middle school students.

Extra-Curricular Participation Fees

The School District will assess the following athletic fees for the school year: **\$60.00** for all athletes in grades 6-12. Participation in the following activities, grades 6-12, requires payment of the athletic fee: **Cross Country – Volleyball - Football - Boys Basketball - Girls Basketball – Wrestling - Girls Golf – Boys Golf - Baseball - Track & Field – Cheerleading -Softball**

Participation in the following non-athletic extra-curricular activities requires each participant in grades 6-12 to pay **\$15** fee for each activity. **Knowledge Bowl - Math League - One Act Play - Speech**

The policy limits **the maximum cost per family to \$300.00** per year with the understanding that no student will be turned away because of an inability to pay the fee. The fee must be paid in the high school office or at the seasonal meetings prior to the first contest. The activity fee is not refundable - except for a disabling injury prior to the first contest.

Grading System

In grade 9, the school begins to compute a cumulative GPA, Grade Point Average for each student. This average allows a comparison of student performance, and provides the student with a means of comparing his achievements with those of current and future classmates, including those in post-secondary schools.

Only those courses offering A through F grades are included in computation of the grade point average.

The grade point average is determined by assigning a number of points to each letter grade, and dividing the total by the number of classes attempted.

<u>Letter Grade</u>	<u>Letter of Achievement</u>	<u>Quality of Honor Points</u>
A	Superior Performance	4
A-		3.66
B+		3.33
B	Above Average Performance	3.0
B-		2.66
C+		2.33
C	Average Performance	2.0
C-		1.66
D+		1.33
D	Below Average Performance	1.0
D-		0.66
F	Failed to Meet Minimum Requirements	0.0
I	Incomplete	----

Grading Scales

Middle School Grading Scale

(grades 6-8)

A	95 -100
A-	90 -94.9
B+	87 -89.9
B	83 -86.9
B-	80 -82.9
C+	77 -79.9
C	73 -76.9
C-	70 -72.9
D+	67 -69.9
D	63 -66.9

High School Grading Scale

(grades 9-12)

A	94 -100
A-	91 -93.9
B+	89 -90.9
B	86 -88.9
B-	83 -85.9
C+	80 -82.9
C	77 -79.9
C-	74 -76.9
D+	71 -73.9
D	68 -70.9

D- 60 -62.9
F 0 -59.9

D- 65 -67.9
F 0 -64.9

- College Now classes are graded differently than high school grades.

Progress Reports to Parents

A report of student progress is issued at the midpoint of each quarter. Progress reports will either be mailed home, or distributed by staff at a Parent-Teacher conference. Regardless of the method, reports will be available to parents within one week of the end of a grading period. In special cases, additional information and communication with parents will be generated when necessary. Marking and recording will be on the semester system. All courses, semester and full year, will be marked in the following manner:

1st semester: This mark will be a cumulative mark of quarters, and will be recorded on the permanent record as the first semester grade. If the course is successfully completed, the one-half unit of credit will be issued.

2nd semester: This will be recorded in the same manner as the first semester mark. It will be a cumulative mark of the two quarters of the second semester.

Incomplete Grades

A student has two weeks following the end of a grading period in which to complete work in a course for which an "Incomplete" grade was given. Failure to complete the work results in a failing grade for all outstanding work. These failing grades are then averaged with the other grades for the grading period and a semester mark determined.

Grade Deficiency & Academic Recovery

A list of students with deficient grades will be compiled after each grading period. Students who receive a grade report that indicates a deficiency in classroom performance (grade of D or F) for 2 or more classes will lose their library privileges and non-classroom computer privileges. Students with deficient grades also lose pass privileges to other work areas except as requested by staff. The suspension of privileges continues until the next period grades are posted.

In addition, students who receive one or more "F's" will be required to attend after school Academic Recovery sessions until they have earned a passing grade. The sessions will be staffed by teachers and are part of an effort to provide extra help for failing students. Academic Recovery Sessions will be held on Wednesdays from 3:20 to 3:50. Failure to attend these sessions will result in additional consequences for insubordination. Students involved in extra curricular activities will face additional consequences for grade deficiency as outlined in the **Academic Eligibility Policy**.

Earning Credits

To receive 1 credit in a full-year course, students in grades 9-12 must successfully complete both semesters. The semester(s) that was/were failed must be repeated at a passing level in order to earn 1 full credit.

For middle school students in grades 6-8 successful completion of a year-long course is determined by the second semester grade. If the final mark of a semester-length or year-long course is a failing one, middle school students may be required to make another effort to master the coursework. Middle school students who fail three units of study for the year may be required to repeat the grade.

College Now

This program will allow AHS students to earn both high school and college credits from SMSU without giving up their high school experience. To be eligible to take College Now, students must meet the following basic program requirement. Students must be in the upper third of the class as juniors and upper half of class as seniors. The District does not recommend students to enroll in these classes if they have a GPA lower than 3.0. Some courses require additional high school course work before students can register. Adrian will be offering the following **College Now** courses the upcoming school year: College Sociology, College Psychology, College Writing & Rhetoric: The Essay, College Critical Writing, College Speech, College Government, and College Algebra.

Since the rigor of these courses will exceed the rigor of a normal high course **AHS will weigh all College Now classes taken by adding .5 point on your high school GPA.** For example, a College Grade of 3.0 would be converted to a high school mark of 3.5. Your HS transcript would read 3.5 and your college transcript would read 3.0. Students will have the first two weeks of a semester to add or drop a College Now course.

Post-Secondary Education Option (PSEO)

PSEO is a program that allows students in 10th, 11th and 12th grades earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a student is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Students must notify their school by May 30 if they want to participate in PSEO for the following school year.

For current information about the PSEO program, [visit the Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage.](#)

Post-Secondary Enrollment Options (PSEO) Policy

To be eligible for Post Secondary Enrollment Options (PSEO) students must meet the following basic program requirement. Students must be in the upper third of the class as juniors and the upper half of their class as seniors. The District does not recommend students to enroll in PSEO classes if they have a GPA lower than 3.0. In addition, some colleges require the PLAN Test, ACCUPLACER, ACT or some other standardized test before students can register for certain classes.

Students may elect to have PSEO courses count as both college credit and high school credit. Grades earned in PSEO courses that count for both college and high school credit will apply to the student's college and high school GPA. Students will be expected to complete the course to earn high school credit. Furthermore, students that withdraw from a PSEO class after AHS's two-week

drop period will have a “W” on their college transcript and will have an “F” recorded on their high school transcript which will, in effect, lower the student’s high school GPA. PSEO grades are not weighted on the high school transcript.

Students can also elect to take a PSEO course for college credit only. Withdrawing from a PSEO, elected for college credit only will result in a “W” on the student’s college transcript. In addition a “W” will be placed on the student’s high school transcript with a notation from the District that a “W” is viewed the same as an “F” or a failure to complete the course. PSEO classes taken for college credit only will not be figured into the student’s high school GPA.

Before enrolling in a PSEO course, the student and their parent(s) will be provided information by the high school principal to ensure the student and parent(s) are fully aware of the risks and possible consequences of withdrawing from or failing a post secondary course. Most importantly, that withdrawing from or failing a post-secondary class may affect the student’s ability to complete the necessary high school graduation requirements. The student and parent must complete the necessary high school graduation requirements. The student and parent must complete the PSO forms acknowledging information has been provided to them by the District.

PSEO Acknowledgement Form

I acknowledge the following information has been provided to me regarding Post-Secondary Enrollment Option and that I have read it and understand the requirements for PSEO and the risks and possible consequences of withdrawing from or failing a post-secondary course.

- I understand to be eligible for Post-Secondary Enrollment Option (PSEO) I must be in the upper third of the class as a junior and upper half of the class as a senior.
- I understand some colleges may require the PLAN Test, ACCUPLACER or ACT before I can register for certain classes.
- I understand I cannot take remedial college level classes under PSEO.
- I understand I cannot take PSEO classes during the summer.
- I understand that PSEO classes cannot exceed the normal class load for a school day, which is 5.71 hours per day or 28.38 hours per week.
- I understand that I can elect to take PSEO courses for both college credit and high school credit. (7 quarter credits and/or 4 semester credits equal 1 high school credit)
- I understand that I can elect to take a PSEO course for college credit only.
- I understand grades earned in PSEO courses that count for both college and high school credit will apply to my high school GPA and that I will be expected to complete the course to earn high school credit. Furthermore, I understand withdrawing from a PSEO class after AHS’s two-week drop period will show up as a “W” on my college transcript and that my high school transcript will have an “F” recorded on it which will, in effect, lower my high school GPA.
- I understand that failing or withdrawing from a PSEO course that counts for both college and high school credit may affect my ability to earn the necessary credits required to graduate from high school.
- I understand PSEO grades on my high school transcript are not weighted.
- I understand withdrawing from a PSEO (elected for college credit only) after AHS’s two-week drop period will result in a “W” on both my college and high school transcript with a notation on my high school transcript from AHS that a “W” is viewed as an “F” or a failure to complete the course.
- I understand PSEO class taken for college credit only, will not be figured into my high school Grade.

Academic Honors

To be eligible for the “A” or “B” honor roll, students must have the minimum GPA as listed below with at least 5 subjects carrying letter grades (A through F), and no incompletes or failures. All subjects in which letter grades (A through F) are given are included in the determination of honor roll eligibility, with the exception of band and choir. Band and choir are graded with a letter grade, but the grade is not figured into the cumulative GPA and therefore will not be used for determination of honor roll status.

For “A” Honor Roll, a GPA of at least 3.66

For “B” Honor Roll, a GPA from 2.66-3.65

At the end of the year, a scholastic honor award will be presented to students who have maintained their position on the “A” or “B” Honor Roll. The “A” or “B” Honor Roll will be based on the cumulative GPA. AHS seniors who have developed a final cumulative grade point average of 3.60 or higher, at the end of their senior year will receive the honor medallion for graduation exercises.

Note: GPA’s slightly below 3.60 will not be rounded for the purpose of achieving this honor.

Graduation Requirements

According to school policy, students in grades 9-12 must complete a minimum of 22 units of credit in the classroom and pass all required state mandated tests to receive a diploma. To receive a diploma the State of Minnesota requires students to earn passing credits in the following areas.

4 credits in language arts

3.5 credits in social studies

3 credits in science

3 credits in math

1 credit in fine arts

1/2 a credit in physical education and 1/2 of a credit in health

Beyond state requirements, students will need to take elective classes in order to reach the minimum number of credits to graduate. To ensure that the minimum number of credits required for graduation are accumulated, each student must carry a minimum registration of six class hours per year, or as dictated by their IEP, or arranged by the Administration.

To receive 1 full credit toward graduation in a full-year course, students in grades 9-12 must successfully complete both semesters.

To be eligible to participate in graduation ceremonies a student must have accumulated at least 19.25 credits or have successfully completed the requirements of their IEP. **Students who have earned at least 19.25 credits but have failed to meet state requirements for graduation will not receive a signed diploma.**

Top Five High Honors

The Top Five High Honors shall be selected from the students who have the five highest grade point averages as ranked 1 through 5 and who have met state and local graduation requirements. The Top Five High Honors will be notified at the end of the second semester of their senior year.

Adrian Five “A” Achievement Award

The mission of ISD 511 is to encourage our students to take advantage of the curriculum and programs offered by Adrian High School in order to achieve a well-rounded education. The Adrian High School Five “A” Achievement Award was established to recognize graduating seniors who have demonstrated the importance of maintaining a positive attitude, above average academic achievement, and consistent involvement in both the arts and athletic activities throughout four (4) years of high school.

To be eligible for the Adrian High School Five “A” Achievement Award seniors must meet all criteria as outlined:

Academic Achievement

Must have at least a 3.0 cumulative grade point average for 4 years of high school.

Arts Achievement

Must have been involved in at least one school sponsored fine arts every year for 4 years of high school. i.e. vocal or instrumental music, speech, drama, visual art contests, fine arts competitions.

Activity Achievement

Must have been involved in at least one school sponsored athletic or academic activity every year for 4 years of high school. i.e. cheerleading, athletics, academic leagues. Students who have been **paid** to keep book, do stats or officiate cannot claim those jobs for consideration as an activity. Activities and/or service to them must be voluntary in nature.

Attitude Achievement

Must have demonstrated model citizenship and had no violation of the MSHSL codes or severe violations of school policy during 4 years of high school.

Academic Eligibility Policy

The academic accountability of our students is of utmost importance in meeting the mission of our school. It is the responsibility of the student, parents, teachers, coaches and administration to recognize that academic achievement should be the primary goal of education. Students in grades 6-12 who wish to participate in extra-curricular activities must understand that this is a privilege. With this privilege comes the responsibility of maintaining passing grades in order to be eligible to participate.

Academic Ineligibility

In an effort to remind student of their responsibility to maintain passing grades, the MS/HS Principal will attempt to meet with students who are in danger of losing their academic eligibility approximately one week before grades are checked for eligibility.

Grades will be checked for eligibility eight (8) times throughout the year; they are midterm of each quarter and final grade of each quarter. If a student has one or more failing grade (s) at the time grades are checked he/she will become ineligible to play or perform in public for one week (7 days). **The (7 day) period of ineligibility will run from Monday through Sunday after grades are checked. Grades will normally be checked on the Friday preceding the ineligibility period.** A student may continue to attend practice while ineligible. If grades are not passing after the initial week of ineligibility, the student will continue to remain ineligible for concurrent on-week intervals of time until they have restored the eligibility (See Restoring Eligibility)

Restoring Eligibility

Once a student become ineligible, he/she must attend a mandatory academic recovery session of study block during the week of ineligibility and achieve a passing grade in order to regain eligibility status. Academic recovery session or study block times will be held on Wednesday after school. Failure to attend the academic recovery session or comply with study session guidelines will result in additional week (7 days) of ineligibility. A student becomes eligible to participate only after they have met the following conditions.

1. Attend the required weekly academic recovery session/study block.
2. Served the 7 day period of ineligibility.

3. Achieve a passing grade.

Note: If a student fails to achieve a passing grade after the initial week of ineligibility, the student will continue to remain ineligible for concurrent one-week intervals until such time a passing grade is achieved.

Academic Carry Over at the 2nd and 4th Quarters

A student who recorded a failing quarter grade at the end of each quarter will automatically become ineligible for one calendar week (7 days) beyond the end of the those quarters. The student may practice but cannot play or perform in public until the one week (7 day) penalty is served. The student will become eligible once the penalty of one (1) week (7 days) is served.

District 511 Eligibility Rules and MSHSL Code of Conduct

All students involved in extra-curricular activities in grades 6-12 are subject to participation rules. Participation means practicing, rehearsing, performing and competition in the public. The following rules govern participation:

1. A student **may not participate** in extra-curricular activities that day if he or she has an unexcused absence from any class during the day.
2. A student **may not participate** in extra-curricular activities that day if he or she is removed from class or suspended from school for disciplinary reasons.
3. A student **may not participate** in extra-curricular activities that day if he or she goes home from school due to illness.
4. A Student **must** be in school for the entire afternoon, starting with 6th hour in order to practice or participate in any extra-curricular activities that day. A waiver of this rule can be allowed for verified health care appointments, court appearances, funerals, and/or for emergencies that are considered acceptable by the principal.
5. The administration reserves the right to refuse an excused absence if a student has exhibited a pattern of requesting excused absences in the morning. In such cases, the student will lose eligibility to participate in practice or in up coming games and events.
6. Acts such as insubordination, cheating, lying, theft, truancy, bullying, harassment, assault and battery, vandalism, lewd behavior, and other offenses deemed inappropriate are considered as a violation of the MSHSL CODE OF STUDENT RESPONSIBILITY and will result in loss of MSHSL eligibility. Violations will be assessed in the following manner.

First Violation – Two weeks or two events, whichever is greater

Second Violation – Three weeks or six events, whichever is greater

Third Violation – Four weeks or twelve events, whichever is greater

Administration reserves the right to terminate a student's eligibility if a rule violation is of a severe nature. I.e. Weapons possession or use, or other illegal activities etc.

Each coach, advisor, or director shall reserve the right to assess additional penalties that exceed beyond those listed by this policy. Such penalties assessed by coaches may include loss of playing time, removal from practice and ultimately removal from the team.

Minnesota State High School League Chemical Eligibility Rule:

Students involved in MSHSL activities shall not use or be in possession of a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor. (MSHSL Handbook)

Category I Activities & Violations (Athletics and Cheerleaders)

1. First Violation: The student shall lose eligibility for the next two (2) consecutive events or two weeks, 14 calendar days, of that season in which the student is a participant, whichever is greater.
2. Second Violation: Six (6) consecutive events or three weeks, 21 calendar days, whichever is greater.
3. Third Violation: Twelve (12) consecutive events or four weeks, 28 calendar days, whichever is greater. A student who voluntarily becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such re-certification must be issued by the director or a counselor of a chemical dependency treatment center.

Category II Activities & Violations (Music, Drama and Speech)

1. First Violation: One (1) event
2. Second Violation: Two (2) consecutive events
3. Third Violation: Three (3) consecutive events

A student involved in a MSHSL Category I Activities and a Category II Activities will be subject to a penalty in each category. MSHSL eligibility violations accumulate over the student's years of MSHSL eligibility from grades 7 to 12. Students who are in violation of the MSHSL chemical eligibility rules shall not represent the school in any game, contest, festivals and/or public appearances. (Public appearance shall include banquets and award ceremonies.) Honors or awards gained prior to the violation will not be jeopardized.

Students who lie to school administration during an investigation into an alleged MSHSL rules violation will face double the original penalty. The student may also face school or legal consequences above and beyond MSHSL penalties.

SECTION ELEVEN – ELEMENTARY POLICIES & PROCEDURES

Welcome to the 2016-2017 school year at Adrian Elementary. This is your school, and we look forward to working with you to provide the best educational experience possible. You are welcome to visit school when it is convenient for you. The principal's door is always open for visitors and conversation.

This section of the handbook has been compiled in order to give you specific information about Adrian Elementary and District policies. It is important that students and parents review this material. Not all of your questions may be answered in this handbook so if questions should arise, please feel free to contact us here at the elementary school our number is 507-483-2225.

Elementary School Daily Schedule

7:40-8:10	BREAKFAST IS SERVED
8:15	ATTENDANCE IS TAKEN
8:15	CLASSES BEGIN
3:20	DISMISSAL

Procedures For Students Who Walk To and From School

The East and South Entrance will be considered the main entrances for students who get dropped off by family. School crossing guards will be in place from 7:50-8:10 and at 3:20-3:30 each day. Students will be expected to follow the directions of these crossing guards. They will be located at the following intersections:

Site #1: Highway #91 and 5th Street (AM and PM)

Site #2: Nevada and 5th Street (AM and PM)

Site #3: Nevada and Oklahoma (PM only)

Site #4: Nevada and 6th Street (AM and PM)

Bus Drop Off and Pick Up Procedure

The streets directly West (Nevada Avenue One-Way) and North (5th Street) of the elementary building serve as the bus lane. For the safety of our students, parents are asked to comply with the following directions:

1. Parents are not allowed to use Nevada Avenue (West side of school) to drop off or pick up their children in the AM or PM. This is a bus pick up/drop off area.
2. Parents are not allowed to park on 5th Street from 2:30-3:30 daily, as this is a bus-loading zone, and the street is closed to through traffic.

Parent Drop Off and Pick Up Procedure

Parents/guardians may drop off and pick up children at the following locations:

***East 6th Street:** This is the street that is south of the Elementary Building. This is a great location as there is not a lot of traffic congestion. Please pull up to the curb and please do not allow your child to exit the vehicle on the street side. Students can enter and exit from the South entrance from 7:30-8:10 AM and from 3:15-3:30 PM.

***Oklahoma Avenue:** This is the street that is east of the Elementary Building. Again, this is a great location as there is not a lot of traffic congestion. Please pull up to the curb and please do not allow your child to exit the vehicle on the street side. Students can enter and exit from the South entrance from 7:30-8:10 AM and from 3:15-3:30 PM.

***The parking lot on the East side of the Elementary Building.** This is a swing through parking lot. No one is allowed to park along the curb running in front of the Elementary building. It is painted yellow as a reminder that this is a no-parking zone. This has become a very unsafe area as parents are parking their vehicles along the curb, and children are allowed to exit the vehicle into the traffic lane. Many times vehicles are swinging around a parked vehicle, greatly increasing the possibility of a tragic accident. If you have a need to come into the building at any time please park in the parking lot. This is a busy spot before and after school, so parents are encouraged park in the lot, or to utilize 6th Street and Oklahoma Avenue as drop off and pick up areas.

Please Note: The drive through feature of the East parking lot is closed down each afternoon beginning at 3:10 to create a safe environment for children to leave the school building. Please do not pull into this area and attempt to back out. This will be considered a safety hazard and will result in a notification from the principal.

Student Release Policy

Making sure that your child is safe and accounted for during the school day is of the upmost importance. This includes transporting your child to and from school. If your child will not be going home the way they normally do, please send a note to school with your child that includes the name of the student, specific information on how they are going home, including phone numbers and parent/guardian signatures. We ask that parents take the time to write this note rather than call the school if possible. In the event that you need to change how your child will go home and you did not provide a note with the information provided above, please call the office by no later than 2:00 PM. This will provide adequate time to get the new information to the classroom teacher and/or Adrian Bus Company so we can ensure that your child gets on the correct bus or is sent home with the correct person so your child arrives at their destination safely.

Please Note: If there is no note or phone call made by 2:00 PM, the student will go home the usual way. The only exception to this policy is if an emergency arises after 2:00 PM that requires a change to the normal transportation routine. Our expectation is that a note will be sent or a call will be made by 2:00 PM.

Elementary Athletics/Activities

Several opportunities to participate in extra curricular activities as well as summer activities are available. Civic groups, parent groups, and Adrian Community Education run many of these programs. Information about these opportunities is sent home in the Friday Folder well in advance to allow time to register your child.

Attendance/Tardiness/Absence Policy:

Tardiness is defined as a student not being in an assigned area at a designated time. Classes at Adrian Elementary begin at 8:15 daily. Students arriving in their classrooms between 8:15-8:50 will be counted as Tardy and must report to the office for an admission slip. If a student arrives after 8:50 and by 12:30, they will be counted as half day absent. If a student departs between 12:30 and 2:45 they will be counted half absent. Please refer to Section 5 of this handbook for a comprehensive explanation of the district attendance, tardy and absence policies.

Visitors

Please note that we have made some changes to our building security procedures during the 2016-2017. All entrances will be locked during the school day from 8:20-3:10. **All visitors must enter the Elementary School through the East Entrance. Once a visitor enters the vestibule, they will need to request admittance using the Video Call system. Once admitted, all visitors must register in the Elementary Office. In most cases visitors will be required to wear a Visitor Badge.**

Parents are welcome to visit/volunteer in their child's classroom. All volunteers must complete a Criminal Background Check at their own expense before being allowed to work with students without direct teacher supervision. Prior to your anticipated visit please make arrangements with your child's teacher. Upon arrival, check in at the office. Visiting children from other schools will not be permitted into any classrooms unless arrangements have been previously made with the teacher and approved by the principal.

Field Trips

Out of town field trip notices will be sent home to inform you of the details and costs. Out of town field trip permission slips must be signed and returned prior to the trip.

Class Parties

All elementary classes will have class parties during the year. These parties are under the direction of the classroom teacher. The principal must approve all other special occasions that would warrant a celebration in the classroom.

Pet Visits

Pet visits are allowed at school provided the parents arrange a designated visiting time with the elementary office and classroom teacher prior to the arrival. Parents/Guardians are required to accompany the pet and keep the pet properly secured during the time the animal is in or on school grounds. For the safety of everyone, no petting or holding of a visiting pet is allowed.

Behavior At School

Student Behavior: Many children are influenced by what they watch on television, the movies they watch, as well as the video games they play. Often times children choose to verbalize or act out what they see and hear, including positive as well as negative messages. Inappropriate comments, threats, or acts of violence will not be tolerated at Adrian Elementary. Statements that are made by students towards students or adults that are deemed threatening or inappropriate by administration will result in disciplinary action, including the possibility of out of school suspension.

Adult Behavior: A Public School needs to be a safe place where the children and adults are free of harassment and inappropriate behavior. Our students and staff have conduct rules in place. Visitors to the school are expected to behave in a manner considered appropriate around children and staff members, including the use of appropriate language, dress, and appropriate tone of voice and cooperation with school personnel. If a parent or visitor has a concern or complaint regarding the school please contact the office to schedule a meeting. Unruly or inappropriate behavior will not be tolerated.

ADRIAN ELEMENTARY SCHOOL DISCIPLINE PLAN Above The Line Student Conduct and Discipline Policy

Adrian Elementary School is a friendly place where children come to learn. Our goal each year is to create a safe, nurturing, and engaging learning climate for all students. The foundation of our approach is the Six Pillars of Character developed by the Character Counts Coalition. These six traits are as follows:

1. Trustworthiness
2. Responsibility
3. Caring
4. Fairness
5. Respect
6. Citizenship

We know that consistent expectations and consequences encourage responsibility, respect, and motivation in our students. We have developed a school-wide system of positive student agreements to support our efforts.

ADRIAN ELEMENTARY STUDENT AGREEMENTS

WE...

Think before we act...

Use time wisely...

Show respect to all people and things...

Complete our work on time...

Stay on task...

Show care for the safety of others and ourselves...

Each classroom uses a variety of methods to encourage positive student behavior, including:

Morning Meetings

Positive Comments/Attention

Reward and Recognition

Positive Teacher Notes

The Teaching and Reinforcement of the Classroom Rules and Expectations

In addition to the behavior expectations listed below, each classroom has its own set of rules and expectations. At the start of the year and periodically throughout the year the teacher will review these rules with the students.

STUDENT GUIDANCE & DISCIPLINE: AES PATH TO SUCCESS

STUDENT GUIDANCE

The classroom teacher in the elementary school is responsible for assisting the principal in developing and maintaining a quality child guidance program that promotes positive behavior of all students.

DISCIPLINARY MEASURES

It is our attitude that the teacher shall be master in the control of his/her pupils. The Principal and Superintendent stand ready to assist in obstinate cases. Under no condition are grades to be reduced because of disciplinary trouble. We have a building-wide behavior plan called AES PATH TO SUCCESS that is designed around the model of focusing on positive behavior. The steps of this plan are outlined below:

1. Each student will be taught the behavior expectations we have for them through a series of discussions and through role playing that cover the three levels of our plan (Above, Below, and Bottom Line Behavior).
2. The Stoplight concept of Green, Yellow, and Red will be used to help each student understand the guidance system we use to help them self-monitor their behavior.
3. If a student displays inappropriate behavior during the school day and fails to respond to the self-monitoring process, they will achieve Red status and will be provided a written notice that will be shared with a parent.
4. In the event that that a student receives three written warnings, or in the event that a student is engaged in any Bottom Line behaviors, they will be required to meet with the principal and parents will be contacted to discuss the problem.
5. In the event that a student fails to respond to our guidance, they will receive disciplinary action that is appropriate for the infraction, including any of the following:
 - Student/Teacher Conference
 - Student/Teach/Parent Conference
 - Student/Teacher/Principal/Parent Conference
 - Counseling Referral
 - Recess Detention
 - After School Detention
 - In-School Suspension (ISS)
 - Out of School Detention (OSS)
 - Expulsion (Only in the event of a very serious infraction involving dangerous or inappropriate behavior as outlined in our District Discipline Policy).

PLAYGROUND RULES: THE AES PATH TO SUCCESS BEHAVIOR PLAN WILL BE FOLLOWED IN ALL AREAS OF OUR SCHOOL, INCLUDING IN THE BUILDING, ON OUR PLAYGROUNDS, AND ON OUR SCHOOL BUSES!!!

General Rules:

1. When recess begins, go out immediately, without running.
2. Use bathroom prior to recess.
3. Be courteous and respectful to the recess supervisor.
4. Contact a recess supervisor if you are having a playground problem.
5. Fighting or unnecessary roughness is not allowed.
6. Do not tackle or wrestle.
7. Only touch or flag football is allowed.
8. No snowballs or throwing of snow.

9. Intimidation, teasing, bullying, swearing or name-calling have no place in our school, and it will not be tolerated. We expect our students to be of good character and interact with one another in positive ways.
10. Students will only be allowed in certain areas as defined by the recess supervisor.
11. When recess has ended, go in immediately.

ADRIAN ELEMENTARY SCHOOL ACADEMIC ACHIEVEMENT PLAN

In an effort to promote academic achievement and emphasize student accountability for their academic work, the following plan was enacted for students in grades 3-5.

I. GRADING POLICIES:

The elementary academic year is divided into three trimesters with three main grading periods and three midterm progress reports.

A. Primary Grading Information (Grades K-2): Students in grades K-2 will receive the following letter grades on their report cards:

S = Satisfactory	I = Is Improving	E = Is Excelling
L = Less Satisfactory Than Before	N = Needs More Time and Help	

In addition to these letter grades, subject specific checklists are utilized to show growth in Reading, Mathematics, and Social Growth and Development.

B. Intermediate Grading Information (Grades 3-5): Students in grades 3-5 will receive the following letter grades on their report cards. These grading scales apply to all subject areas, including PE, Music, Technology, and Library Media.

A+ = 100%	A = 93-99%	A- = 90-92.9%
B+ = 87-89.9%	B = 84-86.9%	B- = 80-83.9%
C+ = 77-79.9%	C = 74-76.9%	C- = 70-73.9%
D+ = 67-69.9%	D = 64-66.9%	D- = 60-63.9%
F = 0-59.9%		

In addition to these letter grades, subject specific checklists are utilized to show growth in Reading, Reading Counts, Mathematics, and Social Growth and Development.

II. Homework Policy:

All students in grades K-5 will be assigned homework throughout the school year. The amount of homework will vary according to the grade level. On average a 5th grade student can expect to have up to an hour of homework 3-4 days per week, and a first grade student 10-15 minutes of homework 3-4 days per week. The primary purpose of homework is to provide students an opportunity to gain further practice on a skill they are learning in school. This is also an opportunity for parents to observe what their child is learning in school. Each student in grades 3-5 is issued an assignment notebook to keep track of their daily assignments. This book is to be filled out each day, brought home daily, and signed by the parents as per the classroom rule regarding this matter.

A. Types of Homework: Typical homework assignments will include reading, math activities, spelling words, etc. In addition, students are sometimes assigned a project that they have to complete over a period of time.

B. Homework Assignment Due Dates: In most cases an assignment is due the next day. Exceptions to this rule include the following:
 *Longer term projects, such as State Reports, that the classroom teacher has provided specific information regarding due dates, etc.

*Illness: Students who are ill will have one additional day for each day they are ill to turn in their work.

ADRIAN ELEMENTARY SCHOOL – PARENT/STUDENT COMPACT

Adrian Elementary School and the parents of the students participating in activities, services, and programs funded by Title I agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This compact does not need to be signed. We ask that you review it and support the ideas.

School Responsibilities

Adrian Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Meet and Greet individual conference time for parents and students on Wednesday, August 31st at the scheduled time.
 - Weekly classroom and Bi-Weekly office newsletters in Friday Folders (used only for parent communication)
 - Letters, reports, and conferences regarding assessment and testing results
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held:
 - Back-to-School individual Meet and Greet Conference on Wednesday, August 31st at the scheduled time.
 - Fall Conferences: Monday, November 7th and Thursday, November 10th from 3:30-6:30 p.m.
 - Spring Conferences (Invite Only): Tuesday, March 21st from 5:00-6:30 p.m.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Report cards sent home each trimester
 - Mid-Term reports sent home each six weeks
 - Grade level teachers send home newsletters weekly that detail expectations, tests, etc.
 - Grades 3-5 use daily planners/calendars that need nightly parent signatures
4. Provide parents reasonable access to staff, opportunities to volunteer, participate in their child's class, and to observe classroom activities, as follows:
 - Parent volunteers are encouraged at the initial Meet and Greet before school starts
 - School phone numbers and teacher's e-mails are listed on web pages via the School Website
 - Parents are invited to be a part of School Wide Planning in Principal's newsletters

Parent Responsibilities: We, as parents, will support our children's learning in the following ways:

- Monitor our children's attendance at school
- Make sure homework is completed
- Monitor the amount of television my children watch
- Volunteer in my children's classrooms/school if possible
- Attend Parent/Teacher Conferences
- Participate in decisions relating to my children's education when appropriate

- Stay informed by going through your child's Friday Folders
- Read all letters and newsletters sent home by the school.
- Serve, if possible, as Parent Representatives to the School Wide Planning Team or on a policy group
- Monitor the Adrian Public School website for updates and calendar events for my children's education

Student Responsibilities: We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do our homework and ask for help when I need it
- Read every day outside of school time