

Staples-Motley High School

Student Handbook
2017 ~ 2018



“Home of the Cardinals”

STUDENT HANDBOOK

**Staples-Motley High School
401 Centennial Lane
Staples, MN 56479
(218) 894-2431 PHONE
(218) 894-2434 FAX**

Mr. Ron Bratlie, Interim Superintendent
Mr. Mike Schmidt, Principal
Mrs. Penny Olsen, Social Worker and Student Services
Mr. Steve Jennissen, Counselor
Travis VanOverbeke, Activities Director

WELCOME

On behalf of the staff, we welcome you to Staples-Motley High School. This handbook has been prepared for you as a guide, to inform you of school policies and regulations, and of what is expected of you.

Staples-Motley High School has high academic and behavioral expectations. We also provide opportunities for you to participate in various activities. We know that the students and staff working together will make Staples-Motley High School the best. Our success will be in direct proportion to everyone's participation, effort, and application.

We want your time at Staples-Motley High School to be a positive experience. Your cooperation with what is contained in this handbook will assist you and the staff in having a successful school year. We want to provide a safe environment for our students and staff so we can carry out the District's Mission Statement.

VISION

We are a community united to become the region's school district of choice.

MISSION

In partnership with the community and families, the Staples-Motley School District will empower all students to achieve the social growth and academic success necessary to become productive citizens in a changing world.

Equal Educational Opportunities

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, gender, national origin, religion, age, marital status, status with regard to public assistance, or disability.

Ron Bratlie, Title IX Coordinator
202 Pleasant Avenue NE
Staples, MN 56479

Ron Bratlie, Human Rights Officer
202 Pleasant Avenue NE
Staples, MN 56479

Ron Bratlie, 504 Coordinator
202 Pleasant Avenue NE
Staples, MN 56479

Penny Olsen, Alt. 504 Coordinator
401 Centennial Lane
Staples, MN 56479

SCHOOL HOURS

School's in session from 8:20 until 3:13.

Office Hours are from 7:45 until 3:45.

Students are not to be in the building before 7:00 a.m. or after 4:00 p.m. unless involved in a school activity.

DAILY SCHEDULE FOR CLASSES

(Seven Period Day)

1st 8:20 – 9:07

2nd 9:11 – 9:58

3rd 10:02 – 10:49

4th 10:53 – 11:40

Homeroom 1 11:43-12:13

LUNCH A 11:40-12:10

Homeroom 2 12:13-12:43

LUNCH B 12:13-12:43

5th 12:46 – 1:33

6th 1:37 – 2:24

7th 2:28 – 3:13

AFTER SCHOOL HOURS

Students are expected to leave the building by 3:45 each day, unless directly supervised by a staff member or a coach. Those students are to report promptly to their designated areas.

EMERGENCY SCHOOL CLOSINGS

If it is necessary to close school due to severe weather or emergency conditions, please listen to the radio or to TV Stations:

Closings will be posted on:

- KWAD/Wadena 920 AM
- KSKK/Wadena 94.7 FM
- KTIG/Pequot Lakes 102.7 FM
- KEYL/Long Prairie 1400 AM or 99.7 FM
- KLTF 960 AM
- WYRQ/Little Falls 92.1 FM
- KLIZ/Brainerd 1380 AM or 107.5 FM
- WJJY/Brainerd 106.7 FM
- School Website
- Skyward Alerts

INDOOR AIR QUALITY

THE SCHOOL DISTRICT HAS ADOPTED AN INDOOR AIR QUALITY MANAGEMENT PLAN. THE COORDINATOR FOR THE DISTRICT'S AIR MANAGEMENT PLAN IS IN THE SUPERINTENDENT'S OFFICE. IF YOU HAVE ANY QUESTIONS CONCERNING INDOOR AIR QUALITY PLEASE CONTACT THE OFFICE AT (218) 894-2430

DESCRIPTIONS OF SCHOOL COMMUNITY RESPONSIBILITIES:

BOARD OF EDUCATION of Independent School District 2170 establishes and implements the code of conduct for the Staples-Motley Public Schools. The Board, acting through the superintendent of schools, holds school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.

**All Staples-Motley School Board Policies are located in the District Office and are available upon request.

SUPERINTENDENT OF SCHOOLS shall establish all necessary procedures, rules, and regulations relating to the standards of student behavior and shall be responsible to the Board for discipline in the schools.

SCHOOL PRINCIPAL shall be responsible to the superintendent of schools in implementing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior. The principal shall have the responsibility and the authority to formulate school rules and regulations not in conflict with district policy relating to standards of student behavior.

The principal has the responsibility to establish, communicate, and implement the rules and regulations currently in effect for the school to all students, parents, and all interested community groups at the beginning of the school year and to each new student upon registration.

The principal is also responsible for a discussion of these rules, rights, and responsibilities with the faculty prior to the opening day of school in the first semester and with all new faculty when they begin their duties in the school.

The principal has the authority to impose suspension consistent with guidelines of the Fair Dismissal Act on students for failure to comply with school regulations.

The principal may recommend to the superintendent of schools the exclusion or expulsion of a student.

FACULTY shall be responsible to the principal and shall implement all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior.

After a teacher has exhausted all of their available resources and avenues to solve behavior problems including conferencing with the student and contacting the parents/guardians (if possible), and efforts to solve the behavior problem(s) are unsuccessful, the student shall be referred to the principal who has the responsibility and authority to use such measures as may be necessary to maintain control in the classroom, in the school buildings, and on school property.

ALL EMPLOYEES of the Staples-Motley High School are expected to participate directly in the supervision and guidance of all students within their scope, authority and responsibility.

Administrators will notify all personnel (including custodians, paraprofessionals, cafeteria personnel, clerical staff) in writing of their authority and responsibilities relating to student behavior.

Everyone exposed to student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the principal to advise all concerned with this task. Failure by any and all employees of Staples-Motley High School to act responsibly, as outlined in the above, shall result in disciplinary actions.

PARENTS AND GUARDIANS have legal responsibility for the behavior of their children as determined by law and community practice.

Since cooperation between parents and school is essential in assisting students to work to the best of their ability and achieve a good school experience, parents/guardians have a responsibility to help maintain communication with the school by participating in school/community activities, attending scheduled individual conferences, and bringing matters of concern to the attention of the principal or faculty.

STUDENT RIGHTS

- Each student has the right to gain an education as provided by the law.
- The right to learn also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions, whether inside the classroom or from outside. **Behavior that disrupts the normal functioning of classes is an infringement on the rights of others.**
- A student may apply for enrollment in special programs offered in the school district.
- A student has the right to access his/her grade, upon request, within a reasonable amount of time and is expected to use student Skyward Access regularly.

The Right To Free Speech and Expression

Students represent a wide range and diversity of opinion and background. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately. This is provided that such expressions are not libelous, profane, obscene, and do not interfere with the rights of others or disrupt the atmosphere for learning in the school.

- Freedom of student expression is protected by the school.
- School-sponsored publications shall follow the rules for responsible journalism. Permission of the school principal is required for distribution of literature. The time and place for distribution will be limited according to established guidelines.
- Notices concerning information about events which will take place within the school area shall be posted in the place designated by the principal. All notices for events either inside school or outside shall be approved by the principal or a representative designated by the principal before posting.

The Right Regarding Student Dress A student has the right to choose manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or violates the dress code. For more information on student attire, see the section on **student dress**.

Discrimination/Sexual Harassment in any form is not to be allowed or condoned. Any inquiries regarding this policy of this handbook should be directed to the - **District Human Rights Officer, telephone 894-5400**

The Right to be Informed of Rules

Student has the right to be informed of all policies, rules, and regulations they will be expected to follow. The basic rules shall be published and distributed to all students and available to other interested persons on the school website. Copies of these rules governing the code of conduct shall be available in hard copy from the school office or on the website. Parents and students are required to review the handbook at the beginning of each school year.

The Right to Privacy

The student's right of privacy regarding school records will be protected, and any disclosure of information from student permanent records shall be consistent with legal requirements.

The Right to Personal Property

Students have a right to be secure in their persons, papers, and effects, however;

- Students must refrain from bringing onto school property or to the school-sponsored events any material or item that would cause, or tend to cause, a disruption to school activities, to a learning environment or endanger the health and safety of students or other persons.
- When reasonable cause exists for a principal to believe that such items are present, general or individual searches may be conducted under the authorization of the principal, or any representative designated by the principal.
- **Lockers** are the property of the school and may be searched at any time by school officials. (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
- Search of an area assigned to a student will be conducted in the presence of the student, if practical.

- School authorities will seize illegal items and items that are used to disrupt or interfere with the educational process may be removed from student possession.
- **Personal Items of value should be left at home. The school is not responsible for lost or stolen articles.**

STUDENT RESPONSIBILITIES

- **All students will abide by the SMHS handbook, school district policies and Cardinal Pride and are subject to their consequences.**
- Students are expected to treat **all ISD 2170** staff members with respect and dignity.
- Students are responsible for the natural consequences of their behavior.
- All students are responsible for knowing and for following all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standard of student behavior.
- Students are responsible for completing class assignments on time and according to the instructions given by the teachers.
- Students are responsible for bringing to class all materials required for daily classroom use.
- Homework will be part of a student's life, and his/her responsibility.
- Work assigned during an absence is the student's responsibility.

Staples-Motley High School Student Code of Conduct

The School wide discipline program, policies and procedures within this handbook will be followed as well as any individual behavior plans. (District Policy #506). The administration reserves the right to request police investigation where there is a potential violation of the law.

Breaching of school rules, procedures, or policies could result in the following:

1. Teacher redirect/student self corrects
2. Time Out
3. Detention (noon or after school)
4. ISS-In School Suspension
5. Loss of Privileges (Extracurriculars and Activities)
6. OSS (Out of School Suspension)
7. Exclusion
8. Expulsion

Textbooks

The student should make sure that textbooks are covered at teacher discretion. This will prevent premature damage to the binding and covers. Any unreasonable damage to or loss of a textbook will result in the student/parent being charged for the repair or loss. The holding of grades/advancement may occur until restitution is made.

DIRECTORY INFORMATION

The Staples-Motley Public Schools, Independent School District #2170, proposes to designate the following personally identifiable information contained in your education record as "directory information" and it will disclose that information without prior consent.

- Your name
- The names of your parents or guardians
- Your telephone number
- Your address
- The date and place of your birth
- Your grade level complete
- Your extra-curricular participation

- Your weight and height if a member of an athletic team
- Your achievement awards of honor
- Your photograph if available
- The dates of your school attendance
- The school or district you attended before you enrolled in the Staples-Motley Public Schools

If your parent/guardian objects to the designation of any or all of the above information as directory information, please notify the school administrator or school superintendent in writing by September 15.

On or after September 15, the record custodians indicate the items the district will designate as directory information and will appropriately mark your record. This designation will remain in effect until it is modified by the written direction of your parent/guardian.

Student Records: The entire school board policy #515 on data privacy and student records is on file in the principal's office. A summary follows: Parents and students are informed that they have the following rights:

- Parents and students have a right to inspect and review the student's education records. A written request is necessary stating as precisely as possible the records to be reviewed,
- The parent or student has the right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights,
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated there under,
- The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the school district to comply with the federal law and regulations promulgated there under,
- The right to be informed about rights under the federal law, and
- The right to obtain a copy of this policy.
- Video footage is not to be viewed by anyone but permitted District Staff. It is protected, private student data under both state and federal law.

**REQUIREMENTS FOR GRADUATION FROM
STAPLES-MOTLEY HIGH SCHOOL**

Twenty-six credit hours are required for graduation. Seven credits are the minimum any student can take in any one school year. Please realize that most students entering college will have more than the twenty-six credit hour minimum. Credits towards graduation begin accumulating in the 9th grade.

A. English/Language Arts	Grade	Credit
1. Communication/Lit	9	1
2. Communication/Lit	10	1
3. English Elective	11-12	2
• 1 Credit Literature		
• .5 Writing		
• .5 Elective		
B. Mathematics (choose one plan)		
1. Plan A	9-12	3
2. Plan B	9-12	3
C. Science		
1. Physical Science	9	1
2. Biology	10	1
3. Chemistry/Physics, Voc	11 or 12	1
D. Social Studies		
1. US History	9	1
2. Geography and World History	10	1
3. US Government	11	.5
4. Geography	11 or 12	.5
5. Economics	11 or 12	.5
E. Physical Education		
1. Physical Education	9-12	.5
F. Personal & Community Health		
	10-12	.5
G. Art/Fine Arts		
	Any	1
H. Resource Management		
	11-12	.5
H. Electives		
	Any	10
<hr/>		
Total		26

GRADING POLICIES: Teachers use several methods in evaluating a student’s achievement and improvement in a specific course. Grading information is available to students and parents through the “Grading Policy Syllabus” given to each student by instructors early each quarter or semester for each individual class.

- If a student retakes a course due to failure or to improve a previous grade mark, the original grade will stand as posted and will count towards all academic honors and GPA.

HONOR ROLL

- The “A” honor roll ranges from ≥ 3.665 to 4.0.
- The “B” honor roll ranges from ≥ 2.665 to 3.664.
- A “P” grade has no point value and is not calculated in the GPA.
- There must be no grades below a (C-) and at least four letter grades (A ~ F) that count toward GPA.

- A student receiving an “I”, “P”, or “NC” may not be eligible for the honor roll.
- Four times a year the honor rolls are published for each grade level.
- Grade point averages are determined on the following basis:

A 4.0, A- 3.67, B+ 3.33, B 3.0, B- 2.67, C+ 2.33, C 2.0, C- 1.67, D+ 1.33, D 1.0, D- .67, F 0.

GRADUATION REQUIREMENTS:

- Staples-Motley High School requires: Students graduating to have Staples-Motley Graduation Requirements (26 credits) and meet attendance policy requirements;
- Students must meet all of the graduation requirements required by the State of Minnesota;
- Early Graduation -- any student desiring to graduate BEFORE the end of his/her senior year must submit an Early Graduation Application to the Student Services Office by October 1. Such application must be approved by parents and principal or designates of the school board.

COMMENCEMENT/HONORS/GRADUATION CEREMONIES REQUIREMENTS

The purpose of the commencement ceremony is to honor students who have met the requirements for graduation from Staples-Motley High School. It is an earned privilege to participate in the Staples-Motley School District’s graduation ceremony.

It shall be the policy of the Board to recognize graduating seniors with a cumulative high school grade point average of from 4.0 to 3.75 at the end of the first semester with recognition as graduating with Distinctive Honors. Students with a cumulative grade point average of from 3.74 to 3.5 shall be recognized as graduating with Highest Honors. Students with a cumulative grade point average of 3.49 to 3.25 shall be recognized as graduating with Honors.

The Valedictorian address shall be given by the student who ranks number one in the GPA (grade point average) at the end of the first semester of their senior year. The Salutatorian address shall be given by the student who ranks number two in GPA at the end of the first semester of their senior year. Students honored for Valedictorian and Salutatorian shall have been a member of their class at least 51% or more of the student’s educational program which must be from Staples-Motley High School. A student in violation of the Staples-Motley Code of Conduct during their senior year will not be allowed to speak at graduation.

Students must be within one (1) class in order to walk at graduation. All grades must be final and be officially reported to the high school office for the student to receive their “physical” diploma. Student discipline concerns and/or consequences are subject to administrative discretion, regarding graduation ceremony participation.

Students who have exceeded the unexcused absence policy will have to adhere to an individual graduation plan in order to participate in the ceremonies. (Please note, circumstances beyond our control may interfere with assumed possibilities regarding graduation if the student has an individual graduation plan in place).

Students who have violated federal or state law and/or are in legal proceedings for incidents not relating to their high school career may also be unable to fully participate in graduation ceremonies, as deemed appropriate by the administration.

Graduates need to wear appropriate clothing to the ceremony. Items to throw/pass around during the ceremony or decorations on caps are prohibited.

ACADEMIC LETTER REQUIREMENTS

Academic letters will be awarded to students in grade 9th ~ 12th on a yearly basis using the current year’s GPA for computation. (\geq 3.665 to 4.0+ GPA). Letter will be awarded during the following school year.

HOME SCHOOL INSTRUCTION

Home school instruction will follow the education policy of Staples-Motley Public Schools (policy number 611) and Minnesota State Law. Home school students may request to participate in graduation ceremonies if they have completed three classes per semester for two consecutive years.

INCOMPLETES

Students receiving an Incomplete for a mark at the end of any marking period (nine weeks, semester or end of the year) will have 10 school days from the end of the quarter, semester or school year to make up and turn in the incomplete work.

In instances when students have been absent for a prolonged period of time, the instructor and/or administrator may grant an extension up to 15 days, depending upon the circumstances. The student has the responsibility of working out these details with his/her teacher should such an extension of time be deemed necessary. If no extension of time has been requested and approved, and if the make-up

work required is not submitted within the original 10 days as stipulated, the grade for the appropriate marking period will become an F and will be so recorded.

STUDENT SCHEDULING

All students (8-12) must carry seven hours of classes per semester, per school year. "Open Hours" are not permitted. Teachers Aides and additional College Course Study Hours are at the administration's discretion.

TRANSFER GRADES AND CREDITS

Letter grades will be given to all students and to all transfer students from any public or private accredited secondary school with licensed teaching staff recognized by the State of Minnesota. All other students will receive a "P" for Pass and "F" for No Pass, credit will be given for classes taken, but no letter grades (A-F) will be entered into the official records of the student's cumulative file and will not become part of the transcript for the student. This will be used for credit transfer and graduation, however it does not allow for any academic honor awards from Staples-Motley High School. Only letter grades will be considered for academic honor awards such as Class Rank, Honor Roll, Honor Student at graduation and/or National Honor Society recognition.

In order for a student to be considered for the Honor Roll they must receive grades from Staples-Motley High School or transfer in from an accredited secondary school as determined by the administration of Staples-Motley Public Schools. Transfer students must attend two full time semesters in order to receive any other academic honors, other than the honor roll.

PSEO/HOMESCHOOLED STUDENTS: These students may request a pass from the High School Office if they wish to use school resources like the library, student services, or computers. Students must check in the Student Service's Office and obtain a pass. Students are encouraged to call ahead for availability and/or appointments if necessary with a staff member.

ONLINE LEARNERS:

Students in high school online courses are expected to work in their assigned area, the library. Exceptions must be approved by the Principal.

If a student should fail an online course, they may not enroll in another online course for the following semester.

Administrative approval/notification is needed for online course registration.

PROCEDURE FOR DROPPING A COURSE

Students may drop a class up to three days after the start of a class if there is a legitimate reason and there is room in another class at that time. Students will meet with the social worker (pre-arranged appointment) to complete a drop/add form and then it is the student's responsibility to complete the form in its entirety. No changes will be made and the student must continue to attend the class they are attempting to change/drop until the process is completed. Special permission to drop a class after the 3 day period may be granted in special circumstances (student must still complete a request form). **Dropping a class after the three day period results in a no credit for the dropped class. A grade of F will be recorded for the dropped class at this time.** Students may make schedule changes for legitimate reasons prior to the beginning of a semester without affecting credits/grades.

Those students taking PSEO courses MUST make these arrangements with their respective hosts. SMHS does not "drop these courses" for them. Students and/or parents must consult with Student Services if such drops are made.

ATTENDANCE POLICY

PHILOSOPHY

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

Note: *Parents who do not require their children to attend school on a daily basis are in violation of Minnesota State Statute 260A.02. It is the parent/guardian's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence is excused. The state defines a continuing truant as a child who is subject to the compulsory instruction requirements of section [120A.22](#) and is absent from instruction in a school, as defined in section [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.

FIVE DAY MAXIMUM ABSENCE RULE

If a student is absent from a class more than five (5) times per semester or ten (10) cumulative per school year, it is considered to be excessive. School related activities, medically verified absences and prior approved absences will not count as part of the five (5). Additional absences beyond the 5 in a semester, will require medical documentation or they will be recorded as unexcused.

- Parents will receive notification by mail or phone call with regard to attendance concerns.
- Unexcused absenteeism from school may result in a referral for county services.
- If a student (grades 8-12) exceeds the five day unexcused absence limit in a class the letter grade will be reduced by one full grade.
- Staples-Motley School District feels good attendance is a part of being in "Good Standing" as a MSHSL participant. Failure to attend courses may result in a loss of eligibility as determined by Activities Director and/or Principal.

CLASSIFICATION OF ABSENCES

The following types of excused absences will not count towards the five day absence limit if there is appropriate documentation confirming the dental, legal and other professional appointments attended. *A signed slip from the dental, legal or other professional person is required no later than two (2) days after the last absence to be coded as such.*

1. Doctor excused. A physician's statement may be required after three consecutive days of illness.
2. Family leave (emergency, funerals, illness of other family members) excused at administrative discretion.
3. Religious observances.
4. School sponsored activities.
5. College visits two (2) days per year. (Student has to be in good academic standing or at administrative discretion and these must be pre-arranged and documented with the office.)
6. Family Vacation – five (5) days per school year (Prior administrative approval is required before departure and the student(s) must be in good academic and attendance standing).

THE PRINCIPAL SHALL MAKE THE FINAL DECISION OF WHETHER AN ABSENCE IS EXCUSED OR UNEXCUSED.

SCHOOL'S RESPONSIBILITY

The most significant responsibility of the school regarding attendance is to have each classroom teacher record daily attendance and report it to the school office promptly. It is also the teacher's responsibility to provide any student who has been absent (excused) with any missed assignments upon request from the student/parent. The school office personnel will maintain the official absence record of each student.

PARENT/GUARDIAN RESPONSIBILITY

Parent/Guardian attitude toward excellent school attendance is probably the most significant factor in the student's attendance. It is the responsibility of the parent/guardian to CALL THE ATTENDANCE OFFICE on the day of absence explaining why the student will be absent. The parent/guardian should call between 7:15 a.m. and 9:30 a.m. each day. The attendance school phone number is 218-894-5400 ext. 3142. If no answer, please leave a message on the automated machine. If no such call is made, a written excuse from the parent/guardian must accompany the student within two days of the return to school. A phone call or note does not guarantee that the absence will be marked as excused as some absences do not meet criteria to be excused by school officials.

STUDENT'S RESPONSIBILITY

The first and most significant responsibility of a student to the formal learning process is to attend each scheduled class regularly. The responsibility for making up missed lessons rests with the student, not the teacher. All students are expected to do all assigned work.

Responsibilities for Excused Absences

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Work missed because of absence must be made up by the student. The amount of time students will have to make up work will be the number of days absent plus one. For instance, a student absent for three days would have four days to make up his/her work.
3. Parents requesting advance make-up work for students who are or will be absent and not returning to school for several days must allow one full school day for work to be accumulated from the teaching staff and may be picked up the following morning.

UNEXCUSED ABSENCES- The following are examples of unacceptable reasons for absence:

- Oversleeping
- Missing the bus
- Running errands for a family member
- Lunch off campus
- Hair/salon appointments
- Baby sitting
- Shopping
- Working
- Pet care
- Parent/Guardian notification of the above and other reasons, does not excuse the student.

Skipping

"Skipping" of classes is an unexcused absence. Students may be asked to make up for skipped class time according to the following:

1. 1 Class Skipped = 1 detention after school
2. Additional skipping could result in more detentions/ISS.
3. Students coming to class without an excuse, after 5 minutes of the class is completed are considered skipping. A detention referral will be made.

Unexcused Tardiness

1. An unexcused tardy is failing to be in an assigned area at the designated time class period commences without a valid excuse.
2. (5) tardies total are equivalent to one unexcused day of absence, except that a student will receive credit for work performed on those days. A detention referral will also be made.
3. Once a student has had five (5) total tardies in any or all classes, they will receive consequences (detention) for that and for every five tardies thereafter.

4. Students coming to class without an excuse, after 5 minutes of the class is completed are considered skipping. A detention referral will be made.

POSSIBLE CONSEQUENCES OF UNEXCUSED ABSENCES

- Students may not be allowed to make up work missed due to such absences.
- Students may not be allowed to participate in co-curricular events.
- Detention may be assigned per class period missed.
- County truancy referral may be filed.

MAKE-UP WORK

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed due to an unplanned absence or illness must be made up by the student in a timely manner. The amount of time students will have to make up work will be the number of days absent plus one. For example, a student absent for three days would have four days to make up his/her work. Any work not completed within this period shall result in “no credit” for the missed assignment. Teachers are allowed limited discretion in the application of this policy.

Regarding school related absences (athletics, activities and the arts) school work is still expected to be turned in on time and/or the due date of the said class(es). Students are responsible for getting their assignments before they're absent. You do not get “extra time” if your absence is school related.

STUDENT OPPORTUNITIES: EXTRACURRICULARS, CO-CURRICULARS AND ACTIVITIES.

Staples-Motley Schools considers all of its extra-curricular and co-curricular opportunities, (opportunities above and beyond the regular classroom) *privileges*. Activities, athletics and fine arts are all subject to consequences and ineligibilities.

Once a student is ruled ineligible for a said period of time, all activities within that time period fall within the said ineligibility. This may include Fine Arts and Organizations within the school day, depending on the severity of the offense. Any possible academic penalties must be accommodated with an alternative. The calendar may determine the perceived severity of the consequence.

In order to ensure our students remain in “good standing” for their activities, both extra-curricular and co-curricular, a probation and ineligibility list will be generated.

Grades will be monitored and checked every 2nd and 4th Wednesday (or as needed) in all classes. (Behavioral expectations will be on-going).

Students are expected to maintain a C- in all of their courses in order to be eligible for S-M extracurriculars. This includes , but is not limited to: Cheerleading, FFA, Knowledge Bowl, Fine Arts Contests, Robotics, Student Council, Speech, Theater Productions and all other school related activities.

If a student should post a class grade of an “D+ or less”, the student must attend Targeted Services sessions while on the “academic eligibility list”. Students who remain on the “Academic Eligibility List” for an extended period of time, following the initial ineligibility or probationary period will be ineligible for the rest of the season.

Furthermore, eligibility for participation may be limited by disciplinary matters or attendance (regarding both school and their activity).

Chemical Violations will result in suspension of participation and spectating of all school sponsored events for all S-M students. This includes, but is not limited to: Athletic Events, Fine Arts Performances, Homecoming, Snow Daze, Dances, Prom, Graduation and other events determined by the administration. The consequences will follow the MSHSL structure. In addition, a Chemical Violation will also prohibit a student from obtaining and/or maintaining a “captain role” within the said program(s) for a full calendar year from the time of the incident.

Notice must be given to the Attendance/Discipline Office by staff regarding student participation. If there are any concerns or violations regarding expectations, the student will be unable to participate in the opportunity. (This includes academic endeavors, activities, clubs or programs.)

If students have any questions about eligibility for participation, they should contact their Principal or Activities Director.

Student Behavior and Expectations guidelines are outlined by the following, but not limited to:

- SMHS Student Handbook
- Activity Handbooks
- MSHSL Bylaws
- Administrative determinations

Students who earn a detention or suspension must serve their detention/suspension prior to being reconsidered for eligibility.

Students participating specifically in our MSHSL Sponsored extracurricular opportunities, are expected to follow the “MSHSL Student Code of Responsibility” at all times. All students, grades 6-12, are expected to remain in Good Standing, to fully participate.

Student Attendance and Participation in Extracurricular Activities

(Staples-Motley High School believes attendance is a part of being in “Good Standing” as a MSHSL participant. Failure to follow the attendance policies, will result in a loss eligibility to be determined by Activities Director and/or Principal.)

1. The policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in that activity or program.
6. A student must be in school for at least half of the day (exclusive of away tournaments) in order to be eligible to participate in a non-graded extra-curricular activity/program on that day.
7. Students will not be able to miss more than two class periods, other than music classes lessons, whether from a public or private instructor during a quarter.
8. **Day After Rule-You cannot be absent the next day-1st hour. This will result in non-practice/non-participation of the activity.**

SCHOOL DISCIPLINE

***The school administration reserves the right to determine what may considered an “Educational Distraction” if undefined by the Student Handbook.**

DETENTION/SUSPENSION – FAIR PUPIL DISMISSAL ACT

Administrative-assigned detention will be held before and after school on designated days. The principal or designee must clear arrangements for other detention times.

The following rules apply:

- Late arrivals will not be permitted.
- Work must be brought for the entire period.
- No food, drink, or electronic devices will be allowed.
- No talking or sleeping will be allowed.
- No caps or hats will be allowed.
- Failure to abide by detention rules will result in ejection. An additional hour will be assigned.

NOTICE:

- Students will serve detention before being involved in **any activities** during the school day or after school.
 - Students with detention pending will not be eligible to participate in or practice for any extracurricular or co-curricular event until all detentions are made up.
 - Work and extracurricular activities are not a valid excuse to miss detention.
 - Students who do not serve their detention within this frame will have their detention time doubled.
 - Any student that still refuses to serve their assigned detention **will be suspended for one day**. At this time, a parent meeting with administration will be set up **by the student** to review this policy.
- Any student suspended for three days (for any combination of reasons) in one school year may be scheduled for a meeting with the Superintendent and or School Board.

ACADEMIC DISHONESTY

This information pertains to any work assigned in class: daily homework, term papers, tests, etc.

Plagiarism:

- Cutting/pasting information from Internet or book and not telling or writing the source.
- Using ideas and theories from someone else and not telling or writing the source.
- Copying another person's work or tests.

Cheating:

- Stealing or purchasing tests or homework.
- Handing in another's work as your own.

Cheating/Plagiarism may result in, but is not limited to, one or all of the following consequences:

FIRST OFFENSE:

- Conference with teacher and administrator
- Parent notification
- Detention /Suspension to be determined
- Zero credit with confiscation of work
- Suspension from participating in any extracurricular or co-curricular activities. Time-out will be determined by the seriousness of the offense.

SECOND OFFENSE:

- All of the consequences of the first offense
- Fail class for the quarter

CELL PHONE POLICY/ELECTRONIC DEVICES

All classrooms are "phone free zones". They can be used for educational purposes ONLY when in homerooms.

Any electronic devices deemed to be inconsistent with the educational mission of the school are not permitted. They will be confiscated and held in the office until a parent picks them up.

All of these items are the sole responsibility of the student and students are encouraged to leave these items at home.

Lunch is considered the students time, therefore cell phones and/or electronic devices may be used during this time.

If a student is seen with a cell phone or electronic device during the school day it may be confiscated and kept in the office and collected after the last bell, at the end of the school day.

1st Offense: Confiscated and kept in the office and returned to the student at the end of the school day; All office hours apply.

2nd Offense: Confiscated and kept in the office and a parent/guardian will be required to pick it up at the end of the school day; All office hours apply.

3rd Offense: Confiscated and kept in the office and a parent/guardian will be required to pick it up at the end of the school day. The student will be required to hand in any cell phone/electronic device at the beginning of the school day and collect it at the end of the school day, serve a detention and may also be deemed ineligible for activities and events.

Failure to turn over the cell phone will result in disciplinary action.

If a student needs to leave the classroom or assigned area, their cell phone is remain in the said area. (Example: if they need to use the restroom, their phone stays in the classroom).

STUDENTS AND SOCIAL NETWORKING SITES:

As a student at Staples-Motley High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Staples-Motley students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a Staples-Motley student, you must be aware of your Student Handbook regulations and expectations of our said extracurricular programs. Ignorance of these regulations does not excuse students from adhering to them.

GUIDELINES FOR STUDENTS:

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Staples-Motley you should:

- Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
- Be aware that community members, family and potential current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
- Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
- Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like “Google” or “Yahoo” may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
- Whoever is the “adult” (over 18) responsible for the contracts, computers, phone lines, etc. is liable for your actions as a minor as well.

Things students should refrain from:

- Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers or coaches; student-athletes, administrators or representatives of other schools.
- Demeaning statements about or threats to any third party (including support of demeaning statements and threats). Don't respond to these.

- Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

OFFENSE	FIRST INTERVENTION and/or CONSEQUENCE	SECOND INTERVENTION and/or CONSEQUENCE	THIRD INTERVENTION and/or CONSEQUENCE
Tardy (when 5 is reached)	Detention	Detention	1 day In school suspension *Losing Credit(s) due to attendance policy.
Skipping	Detention per class period	Detention per class period	In school suspension *Losing Credit(s) due to attendance policy.
Unserved Detention	Detention doubled *Loss of Privileges	1 day In school suspension *Loss of Privileges	1-3 Out of school suspension *Loss of Privileges
Profanity	Detention	1 day In school suspension *Loss of Privileges	1-3 days Out of school suspension *Loss of Privileges
Disrespect/Defiant Behavior and/or Insubordination	Detention	1-3 days In school suspension *Loss of Privileges	1-5 days Out of school suspension *Loss of Privileges
Discipline Issues undefined by the handbook:	At the discretion of the Administrative Team	At the discretion of the Administrative Team	At the discretion of the Administrative Team
Mess in cafeteria/halls/classroom	Lunch Restriction 1-5 days *Cleaning Duties	Detention *Cleaning Duties	In or out of school suspension *Cleaning Duties
Car/Parking Violation	Detention/report to law enforcement	Car/Parking restriction/report to law enforcement *Loss of Parking Privileges for a time period to be determined.	Car/Parking ban/report to law enforcement/OSS
Tobacco/Vaping, E-Cig Violation	Detention/report to law enforcement	ISS/report to law enforcement	ISS/report to law enforcement
Drug Violation	3 day OSS/report to law enforcement	5 day OSS/report to law enforcement	10 day OSS report to PD and referral assessment/treatment
Harassment/Bullying	Detention/ISS or OSS	3-5 days ISS/OSS	3-10 days OSS
Dress code violation	Warning/change clothing	Detention *Loss of Privileges	1-3 days ISS/OSS *Loss of Privileges
Social Media/cell phone/computer use violation	Detention/computer use restriction/ISS/OSS	Computer use restriction 3-5 days ISS/OSS	Computer use restriction 1-5 days OSS
Assault	1-3 days OSS	3-5 days OSS	OSS to be determined, rec for expulsion
Weapons	Follow School Board Policy	Follow School Board Policy	Follow School Board Policy

This table is to be used as a quick reference for students, parents, staff and administration as a guideline. The Principal of the building holds authority to administer consequences deemed appropriate to each individual situation and disciplinary incident. For other possible incidents and offenses, definitions and more in-depth detail please refer to the index of this handbook.

INVESTIGATIONS:

All investigations regarding student(s) infractions are subject to an undetermined timeline, due to the daily operations and happenings within the high school. We thank you in advance for your patience.

VIDEO SURVEILLANCE: Video cameras / monitors in the school and on the school buses are for safety purposes and assist in protecting the rights of all students to come to a safe school environment. Cameras are recording images 24 hours a day, seven days a week. **The images obtained are for school and law enforcement. They are not for “public or parent viewing”.** DATA PRIVACY

LAWS APPLY.

INDEX, DEFINITIONS AND EXPLANATIONS:

ARSON

The intentional destruction or damage to any school building or property by means of fire or explosives. Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property. Reported to law enforcement and 3-5 day OSS or more or recommendation for expulsion.

ASSAULT is the unprovoked violent, aggressive behavior of one student against another. 1-5 Days OSS or more and reported to law enforcement.

ASSAULT-FIGHTING is violent, aggressive behavior by two or more individuals with the intent to inflict physical harm-differentiated from poking, pushing, shoving or scuffling. 1-5 days OSS or more and reported to law enforcement.

ASSAULT-THREAT is a threat of bodily harm, stalking, or death to another person, without physical contact. 1-5 days OSS or more and reported to law enforcement.

BULLYING is the intentional infliction of, or attempt to inflict injury or humiliation on another. Bullying is directed by a stronger student against a weaker one and may be either physical or verbal/direct or indirect. (Staples-Motley Bullying/Harassment Policy and Social Media Policy) 1-5 days either ISS or OSS or more and may be reported to law enforcement.

BOMB THREATS are subject to both school and legal consequences. 1-5 days OSS or more and reported to law enforcement.

DISORDERLY CONDUCT is engaging in offensive, obscene, or abusive language, or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others. 1-5 days ISS or OSS or more and may be reported to law enforcement.

DISRESPECTFUL LANGUAGE will not be tolerated on campus, at school sponsored events, or on busses. (i.e., swearing, cussing, derogatory or demeaning comments or references.) Detention, ISS or OSS.

DISRUPTIVE BEHAVIOR IN THE CLASSROOM is defined as:

- Willful conduct which materially and substantially disrupts the right of others to an education;
- Willful conduct which endangers school district employees;
- Willful violation of any rule of conduct specified in the Discipline Policy adopted by the Board; (See Board Policy)
- Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.

Detention, ISS or OSS.

DRESS CODE

The responsibility for the appearance of our students rests with the parents and the students. Clothing should be neat, clean and non-offensive. Common courtesy means appropriate dress, including footwear, should be worn at all times. Student should remember that the school is a learning and working environment for all students and staff. Examples of inappropriate dress, include, but are not limited to:

- Clothing advertising substances illegal for juveniles (Example: tobacco, beer, liquor, drugs);
- Clothing containing obscene, discriminatory, or profane language or pictures;
- Clothing and accessories containing gang symbols (or colors) or clothing worn in a manner to identify gang membership;
- Immodest or provocative clothing is not permitted You will be asked to change or cover up. This includes, but is not limited to: halter tops, tube tops, skirts and shorts that are considered “too short” or “too revealing”. Shirts must be at least long enough to meet the top of the pants (no bare midriffs). Shirts that over expose cleavage are not permitted, you will be asked to change or cover up. Over exposed undergarments (bra straps, underwear, pajama pants, boxers) will not be allowed.

School issued athletic apparel is subject to school dress code policy during normal school hours.

• Coats/jackets and caps/scarves should be placed in lockers upon arrival and must remain in lockers during school hours at teacher's discretion.

Per school board directive, hats are not allowed to be worn by the student body in the school buildings during normal school hours.

FALSE FIRE ALARM is the giving of a false alarm of fire or the tampering or interference with fire alarm system. ISS/OSS

GAMBLING involves the playing of a game of chance for the stakes during school hours. This includes but is not limited to dice, cards, betting pools, pogs, etc. ISS/OSS

GAME BEHAVIOR: The caliber of excellence put forth by all our teams is also expected by those attending all of the events. These contests are a learning experience for everyone, and we highly encourage total school involvement. We expect our fan conduct to set an example for all schools. Those students who refuse to fully cooperate will be denied the privilege of attending.

HABITUAL /SEVERE CLAUSE: Habitual/Severe abuse of the rules, policies and excessive disciplinary referrals which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: disciplinary conference with the student, parent and administrator; out-of school suspension, or referral to the school board for a possible change of placement or exclusion/expulsion proceedings. Suspensions are made by the administration and cannot be appealed.

ILLEGAL SUBSTANCES: You are NOT to use, possess, distribute or be under the influence of tobacco, smokeless tobacco, alcohol, or other prohibited illegal substances at any time on the school grounds, including at all school-sponsored events **or at other sites which are school sponsored activities/events.** This includes all prescription and non-prescription medicines unless specifically approved by legislated/school district policies. A student who uses at school or has in his possession at school or attends a school function after the use of alcohol or drugs may be subject, up to, a five day suspension. The assignment of suspension depends upon the severity of the incident. The school administration will make the final determination in such matters.

INSUBORDINATION is the willful disregarding or resisting the direction or request of any person in authority. Detention, ISS or OSS.

INTERFERENCE/OBSTRUCTION/TELEPHONE THREAT is any action taken to prevent a staff member from exercising his/her lawfully assigned duties or cause major school interruption through telephone threats. This includes refusal to cooperate in an investigation or by lying in an investigation. ISS/OSS

POSSESSION AND/OR DETONATION OF PYROTECHNIC (FIRE STARTING) DEVICES:

These devices may include but are not limited to the following: matches, lighters etc. OSS

PUBLIC DISPLAY OF AFFECTION:

Students must refrain from kissing, embracing or any inappropriate touching while in the school. Detention, ISS or OSS.

ROBBERY/EXTORTION:

Obtaining of property from another where his /her consent was induced by a use of force or threat of force. OSS. Reported to law enforcement.

STUDENT PARKING:

The district provides parking lots for student use. This is a privilege and the expectation is that students will park in designated spaces. Violations may result in a ticket and/or removal of the vehicle. (Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches)

THEFT: The unauthorized taking of the property of another individual. OSS and reported to law enforcement.

THEFT OF SCHOOL PROPERTY:

This refers to the unauthorized taking of and/or the unauthorized possession of school property. OSS and reported to law enforcement.

UNAUTHORIZED USE OF SCHOOL PROPERTY: The unauthorized/illegal use/or taking of school property for school or non-school sponsored activities. ISS or OSS.

USE OR POSSESSION OF TOBACCO AND/OR TOBACCO PRODUCTS and VAPING/E-CIG DEVICES AND

CHEMICALS: Use of and/or possession of any type of tobacco products by any student, regardless of age, will be governed by Minnesota statutes and school district policies.

1st Offense: The school will refer student to the Staples Police School Liaison Officer for the purpose of investigation and the issuing of a smoking citation. Additionally, a Detention will be assigned. The student will be notified by court services of the status and consequence of the smoking citation.

2nd Offense: The school will again contact the Staples Police School Liaison Officer and ISS will be assigned. The citation and court services action will be the same as in the first occurrence.

3rd Offense: Same procedures as in the first and second offense. **Any and all violators of this policy will be referred to the Activities Director for possible MSHSL Rule enforcements.

USE, POSSESSION, DISTRIBUTION OR SALE OF ILLEGAL DRUGS, ALCOHOL, INHALANTS, HARMFUL CHEMICALS, ELECTRONIC CIGARETTES AND/OR CONTROLLED SUBSTANCES ~ INCLUDING PRESCRIPTION MEDICATIONS/NOT PRESCRIBED TO THE STUDENT AND/OR NOT APPROVED* or Narcotics or Related

Paraphernalia: Students who violate the rules concerning the use of alcohol and drugs will be subject to all of the following procedures: This standard of conduct is mandated by the State of Minnesota and U.S. Departments of Education.

*Under recent legislation by the State of Minnesota “High School students are permitted to carry a maximum of two doses of over the counter medication for self administration to relieve symptoms of minor pain, cramps, indigestion and headache. This legislation DOES NOT ALLOW high school students to carry Over The Counter (OTC) stimulants used to stay awake such as Ephedrine, Nодоze etc. or prescription medication which must be kept in the Health Service Office and administered by a nurse/designated health office worker. Each student’s supply of two doses must be in the original bottle and there must be a parent/guardian permission form on file in the High School Health Service Office.” All medications permissible under this legislation cannot be shared/given to other students and should be taken discreetly in the restrooms or Health Service Office. Violation of these policies will be subjected to the following:

1. Parent conference with Administrator, and/or Social Worker.
2. Ineligible for extracurricular participation **Any and all violations of this policy will be referred to the Activities Director for possible MSHSL Rule enforcements.
3. May be referred to county chemical dependency agency for evaluation.

Minimum Action: Suspension

Maximum Action: Expulsion (This option required by Federal mandate for Federal funds).

First offense = 3 days suspension

Second Offense = 5 days suspension

Third Offense = 10 days suspension and a referral for a chemical assessment

It is realized that the public education system has neither the authority nor the responsibility to make a medical or health determination regarding chemical dependency. However, when observed behavior and other information indicate there is a high probability that there may be a health problem, the school’s general responsibilities require that a formal chemical dependency diagnostic interview be performed.

If the report from the diagnostician indicates that the student is in need of therapy and a particular frequency of therapy is recommended, the school will have the option of requiring the student seek out the suggested therapy as a condition for continuing to receive public education. Upon completion of therapy, Staples-Motley High School will make every effort to provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that behavior change in an unchanged environment is especially difficult.

VERBAL ABUSE/HARASSMENT/SEXUAL HARASSMENT is the use or display of profane, obscene, or intimidating language, or the expression of such language in written form, through gesture, music, or bodily movement. This includes conduct that degrades people because of their race, gender, religion, ethnic background, physical or mental handicaps and displayed on school premises, in school vehicles, or at school sponsored events. Detention, ISS or OSS.

WILLFUL DAMAGE OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS:

"Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district, or to any individual within the school setting. Detention, ISS or OSS and the possibility of charges and/or financial restitution.

WILLFUL INSUBORDINATION/DISOBEDIENCE:

When a student is insubordinate, defies authority or is threatening towards authority, a teacher will write on the discipline referral "**willful disobedience of valid school authority**". The student may be immediately suspended for the remainder of that day.

Consequences for Violations of School Conduct include any or all of the following:

- A. Student conference with teacher, principal, social worker or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act.

STAPLES-MOTLEY SCHOOL BOARD SPECIFIC POLICIES:

BULLYING PROHIBITION POLICY:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Any act of bullying by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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. The policy also applies to any student whose conduct at any time or in any place constitutes bullying which interferes with or obstructs the mission or operations of the school district, or the safety or welfare of the student, other students or employees. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or support another student's act of bullying. Bullying means any written or verbal expression, physical act of gesture, or pattern thereof, by a student which is intended to cause, or is perceived as causing, distress to one or more students and which substantially interferes with another student or students' education benefits, opportunities or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- a. harming a student,
- b. damaging a student's property,

- c. placing a student in reasonable fear of harm to his or her person or property, or
- d. creating a hostile educational environment for a student.

Upon completion of an investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation.

A complete copy of the District #2170 Bullying Prohibition Policy #514 is available for examination in the Principal's Office of the Staples-Motley High School.

HARASSMENT:

Participating in, or conspiring with others, to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sexual orientation or any disabilities they may have. The school district will act to investigate all complaints, formal or informal, verbal or written. The school district will discipline any student or employee who violates this policy **according to school district policies.**

Students are requested to complete a "Harassment Complaint Form" to provide documentation of any racial, religious or sexual harassment. These forms are available in the Student Services Office.

**A complete copy of the harassment policy is available for your review in the District Office.

HAZING:

Hazing means doing something, or making another student do something, that creates a risk of harm to a student in order for the student to be initiated into, or affiliated, with a student organization/group. Engaging in any behavior which constitutes hazing is a violation of school discipline policy and may subject the student to discipline including suspension and expulsion.

SCHOOL BUS - APPLICATION OF THE STUDENT CODE OF CONDUCT

Reference: Staples-Motley Transportation Policy located in the District Office

The Secondary School Student Code of Conduct is in effect from the time a student is at the designated bus stop to board the bus at the beginning of the day until the student gets off the bus at the end of the day and remains visible to the bus driver. Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus and may remove any student for up to one day who participates in unacceptable behavior. Bus Ridership - Law provides that students be transported to school according to a set of guidelines. In order to be consistent with state law, the school system will adhere to the following regulations concerning bus ridership:

1. Students may carry loose objects on the school bus if they can hold them in their laps. State law prohibits blocking the aisle with carry-on objects. FIREARMS, WEAPONS OR OTHER DEVICES LISTED UNDER SCHOOL BOARD POLICY #501 ARE NOT ALLOWED, BY STATE LAW, ON MINNESOTA SCHOOL BUSES.
2. POSSESSION, USE, SALE, AND OR DISTRIBUTION OF TOBACCO AND/ OR TOBACCO RELATED PRODUCTS, POSSESSION, USE, SALE AND OR DISTRIBUTION OF ILLEGAL DRUGS/CHEMICALS, ALCOHOL, AND OR CONTROLLED SUBSTANCES AND ALL RELATED PARAPHERNALIA.
3. Students must live one mile or greater from school in order to qualify for transportation.
4. If adults wish to be transported on school buses, they must first contact Mr. Norby Klimek (Transportation Supervisor) and explore space limitations on a particular route. All requests must go through the Superintendent of Schools for approval or disapproval.
5. Students involved in school bus discipline problems may be denied bus ridership privileges.
6. Students will be required to pay for any damages they cause.
7. Students are expected to dress appropriately for all weather conditions, especially winter/cold weather.

8. After being dropped off by the school bus students are expected to enter and remain in the building and are not allowed to leave the campus.

Discipline Plan Rules:

Consequences:

- | | |
|--|--|
| Follow directions the first time they are given by driver; | 1. Driver warns student. |
| Stay in your seat while bus is in motion; | 2. Driver fills out bus conduct report. |
| NO pushing, shoving or fighting; | 3. Director has a conference with student. |
| NO eating or drinking; | 4. Suspension of riding privileges. |
| NO cursing or loud talking; | 2nd report=5 days. |
| Keep hands, feet and other objects to yourself; | 3rd report=20 day 4th report=remainder of year |

Minimum Action: Parent contact by bus driver.

Alternative Action: Review by Transportation Director, Principal or Success Coach to determine whether a suspension of riding privileges for more than one day is appropriate. **Maximum Action:** Expulsion or Exclusion.

POSSESSION OF WEAPON: (on school grounds, buses, school vehicles or at school activities.) Weapon means: any firearm, loaded or unloaded, or any device which, through its use, is capable of producing great bodily harm or death, (firearms, bullets, guns, look-alike guns, knives, clubs, nunchucks, explosives, mace or other chemicals, spears or student made devices.) Possession of a weapon will result in penalties that include:

- a. initial suspension up to ten days (for investigation purposes)
- b. confiscation of weapon
- c. referral to the police department
- d. recommendation for expulsion

School Board Policy #501 is available in the Principal's Office for your review.

MISCELLANEOUS ITEMS:

ADVERTISING AND PROMOTIONS:

Neither the facilities, the name, the staff, nor the children of the school system, nor any part thereof shall be employed in any manner for the advertising or otherwise promoting the interests of any commercial or other non-school agency or organization.

The Staples-Motley School District employees must not recommend any commercial product, service or aid in the distribution of literature or publicity endorsing or recommending such product or service.

ANNOUNCEMENTS: Announcements are made daily at the start of second hour and are posted on the Staples-Motley website.

ATHLETIC EVENTS / PEP FESTS: Please sit in SMHS's cheering sections. Always treat visiting contestants and spectators as guests. "Booing" or antagonistic taunting behavior of game officials or opposing contestants is prohibited. Dress should promote SMHS pride and each individual must be identifiable by the supervisor. During the playing of the National Anthem, students should stand respectfully, either singing or remaining quiet, and with caps removed. We also expect students to stand during the playing of school songs, both visitors and SMHS fans. Remember to conduct yourself at all times in a manner that will reflect positively upon yourself and Staples-Motley High School, both at home and away contests.

CAMPUS POLICY: The school campus includes the high school buildings and surrounding grounds and other sites (Community Center Parking Lot) when H.S. classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

Grades **9, 10, & 11** will have closed campus all day (including lunch time). They must stay on school property. Grade **12** may leave the school during their lunch period and during their free hour. Twelfth grade students leaving the building must exit via the main entrance/exit by the Student Service Office. This privilege may be revoked temporarily or for an extended period as a consequence for violation of school rules or abuse of this privilege.

Students leaving the campus for any reason other than the above circumstances, must have permission from their parent/guardian and be issued a pass from the Attendance Office in order to leave the campus.

COLLEGE VISITS

Juniors and Seniors may take post-secondary campus visits (2 per year). These must be pre-excused three days in advance by completing the College Visit Form which can be obtained from the Student Service Office. This form must be signed by a parent/guardian even if the student is 18 years of age. The student must be in good academic standing and final approval will be given by the Social Worker and/or the Building Principal. College visits are discouraged after May 1.

CUSTODIAL/NON CUSTODIAL PARENTS: It is the responsibility of a custodial parent to provide court documentation to the principal relative to the rights or non-rights of the non-custodial parent. Unless documentation is provided, the school will provide copies of information to the second parent. It is the responsibility of the parents to provide updated addresses and phone numbers when changes occur.

DANCE POLICY: Dances are for Staples-Motley High School students only. The three exceptions to this policy are Homecoming, Sno-Daze, and the Junior/Senior Prom. An invited guest to these dances must not be older than twenty years of age. Students or guests who falsify identity will forfeit the admission to the dance and will not be allowed to participate. These guests are required to register in the Principal's Office prior to the dance. Sophomores may attend the prom if invited by a junior or senior, but freshmen will not be able to attend. Attendees at all dances must comply with rules regarding tobacco, alcohol and other drugs. Coats, purses, bags, etc. must be checked in with the chaperones (these items will not be allowed into the dance area). Once students enter the dance, they are not permitted to leave unless with a parent/guardian. They are expected to stay until the conclusion of the dance.

DISTRIBUTION MATERIALS / DISTRIBUTION MATERIALS /ADVERTISING: Any and all materials/information/promotions and announcements which staff, students/parents or other outside school agency's/group's wish to post and display on or in school property must be approved two days in advance by the school administration. The administration reserves the right to prohibit and/or limit the distribution of materials and/or the posting/display or promotion of information and/or events.

ENTRANCES / EXITS: All students should enter/exit the building through the Centennial Auditorium / Main entrance. Parents, visitors and guests should enter the building through the Centennial Auditorium / Main entrance and register in the High School Main Office where you will receive a Visitor's Badge.

FIRE AND TORNADO DRILLS, STATEWIDE TORNADO DRILLS, LOCKDOWNS: The school will conduct periodic drills. Practice runs are designed to improve the evacuation procedure in case of a real emergency. Students will be expected to cooperate fully during these drills.

HEALTH EMERGENCY INFORMATION

If your child has serious health or medical issues which may affect him/her at school, please contact the school nurse in order to discuss it before school starts in the fall. If you would prefer, you may contact the teacher(s) who may "need to know" directly. Together parents and school personnel will make an appropriate health plan which will help the student manage any health concerns at school. We are no longer asking for health history information from all students.

HEALTH RESOURCE INFORMATION

Health Service: Staples-Motley High School provides students with access to health services during the school day. A nurse is employed by the school district and is scheduled to serve multiple buildings. The Health Office is located just west of the Student Service's Office. Allowed prescription non-syringe injectors or epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that:

- A. The pupil may possess epinephrine; or
- B. The pupil is unable to possess the epinephrine and requires immediate access to no-syringe injectors or epinephrine that the parent provides, properly labeled, to the school for the pupil as needed.

For your information: Please be familiar with the immunization requirements. Students may be excluded from school if immunizations are not up-to-date. Minnesota Statutes, Section 121A.15, requires that all children entering a Minnesota public, private or parochial elementary school, daycare center or nursery school for the first time be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and hepatitis B. These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school. Parents are responsible for transportation for medical care.

ILLNESS/ACCIDENTS

If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, the nurse or someone designated to do so will provide first aid. If the accident is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. If we are unable to contact you, we will contact the persons you have designated on your child's emergency card. For this reason it is very important to provide us with accurate contact information and that phone numbers are updated as they may change throughout the year. When in non-emergency situations and all attempts to contact someone on the emergency card fail, your child will remain in school and be sent home at the end of the day in the same manner in which they came to school.

As a general rule, students with a temperature above 100 degrees will be sent home. Likewise, we ask that your child be free from fever (temperature above 100 degrees without medication) for 24 hours before he/she returns to school after being ill. Please be sure to contact the school as early in the day as possible if your child will be absent that day.

MEDICATIONS

Medication should be given at home whenever possible. Under certain circumstances, it may be necessary for your child to be administered medicine at school. The following guidelines apply:

- a) Original Bottle: Medication must be sent in the original bottle with the child's name, name of the medication, how often it is to be taken, amount of the dosage, physician's name, and the name and telephone number of the pharmacy on the label. If you know your child will need to take the medication in school, you can request a second bottle from your pharmacy for use at school.
- b) School Medication Physician Order and Parent Authorization Form: This needs to be completed for any student on medication, including non-prescription (OTC) meds. If your child will be on medication, please contact the nurse for one of these forms.
- c) Medication supply: For daily meds, please provide a one month supply, if possible. We ask that parents bring meds to school rather than sending it with the student (for safety reasons.) Medication will NOT be sent home with students.
- d) Medication will be stored EXCEPT ASTHMA INHALERS and administered by school personnel. NO MEDICATION is to be kept by students. Please notify us if your child will be carrying and using an inhaler at school.

LOCKERS: Student lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school policies. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Items of a dangerous nature are not to be stored in lockers (i.e. Gun Safety class, knives, weapons, etc.). Students will be responsible for keeping lockers clean and for damage done to lockers. School board policy #502 is available in the Principal's Office for your review.

LOST and FOUND:

If you have lost books or personal property, please check in the office. You must be able to prove ownership by identifying the article.

MEDIA CENTER:

The media center is open to all students wishing to do research for a class or to check out media center material.

MESSAGES/DELIVERIES:

Only emergency messages will be delivered during school hours.

ORGANIZATIONS AND ACTIVITIES

Staples-Motley High School has an activity program to be proud of. Our organizations and activities have earned high honors and recognition because of active student participation, excellent facilities, interested and qualified instructors, and support staff, administration and community.

PESTICIDES: The school district periodically must use pesticides in order to maintain proper health and safety conditions. Notification will occur to students and staff when pesticides and certain chemicals are used in and around the school building and grounds. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. 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.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance may be recited in classrooms and at events. "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice." Students are asked to stand as a courtesy and out of respect for others.

POSTERS:

All posters or announcements to be displayed anywhere in the building including the bulletin boards must be approved by the principal or other authorized personnel.

It is understood that all signs posted will be taken down after a reasonable length of time.

SCHEDULING OF PRACTICES, REHEARSALS, MEETINGS:

Wednesday is designated as church and family night. It's strongly encouraged that Wednesday's be kept free of school activities, unless otherwise discussed with the Administration and/or Ministerial Group.

STUDENT PASSES: All students leaving a class must receive teacher permission and request the teacher issue them a school pass. All students in the hallway during scheduled classes must have a pass and the pass needs to be visible to staff. Unless it is an emergency, students needing to see the social worker, nurse, other staff member or administration, must have permission and a pass. Violation of this procedure/policy will subject the student to consequences including but not limited to the no pass list, restricted lunch, unexcused absence/tardy and or detention. Repeated violations will be subject to suspension, in or out-of-school. Students are not to leave the building between classes without permission. Exception to this is a senior with a free hour or a junior/senior during scheduled lunch time. Students are required to sign-in and out of class. Students are not allowed to go to the parking lot or run errands without the permission of the Principal's Office and/or Attendance Office.

STUDENTS AND DRIVING: The privilege of students driving to and from school carries with it certain responsibilities. Cruising in autos, speeding, or other acts of behavior which violate school policies or community laws will result in denial of privileges, and complaints filed with the local police department. Students are not to be in, or lounge in, autos during school hours except for purposes of going to and from school.

The designated student lot for parking during the school day is the North Parking Lot adjacent to the football field. No parking in the circle drive lot (behind the Media Center), this is for deliveries; and no parking in the lot between Community Center and school. No parking in areas designated for visitors, in yellow painted areas and fire lanes. Consequences for violation of parking policies will include: warning, restricted privileges or having improperly parked vehicle *towed away* at owner's expense. Students participating in a co-curricular activity which requires them to leave school early and will not return until late evening will be allowed to park in the lot by the locker room entrance and exit on the west side of the school building. Student athletes may, if time permits, move their vehicles to the South West Parking Lot by the athletic locker doors after 2:00 P.M. ONLY on game travel days.

STUDENT FEES: Materials required for basic instruction in any course will be provided at no expense to the student. However, in a number of courses, students, at their election, may be allowed to complete projects for personal use which require materials other than those necessary for basic instructions. Students will pay for the materials used in all such subjects. High School Instrumental Students (band and orchestra) who are renting instruments owned by the school will pay a yearly fee of \$36.00 for small or older instruments and \$50.00 for major or new instruments. Failure to pay fees within 30 days of the start of the semester will result in withheld credit(s) and a loss of opportunity to participate.

STUDENT SERVICES: The Staples-Motley High School provides student services for all students, grades 8-12.

The Student Services Office is located by the Centennial Auditorium entrance. Telephone: 894-2431.

Social Workers - Mrs. Penny Olsen - ext 3123

TELEPHONE

The office phones are for school business and are not to be used by the students. Students are permitted to use the office phone for emergencies only! No calls will be transferred to classrooms while class is in session.

TRANSCRIPT REQUESTS

Student transcripts are available during the regular school year. Please make requests accordingly and in a timely manner.

TRESPASSERS

The principal or his designee has the right to remove any person from the Staples-Motley High School and Middle School campus as he deems necessary.

The school campus includes the high school buildings and surrounding grounds and other sites (Community Center Parking Lot) when H.S. classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

USE OF THE CAFETERIA/VENDING MACHINES:

When students are in the cafeteria for scheduled lunch, **ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA.** Food or drink should not be carried into classrooms, halls, gyms, locker rooms, offices, outdoors, and other spaces than the cafeteria without staff permission. Food from outside of school vendors is not to be brought into the cafeteria. A sack lunch brought from home is allowed with permission. Homeroom classrooms and the Cardinal Study are alternative spaces to eat but only with staff permission. Lunch room privileges will be restricted if necessary. **School policy forbids students from using other student's food service pin number when going through the lunch or breakfast line.**

USE OF THE MEDIA CENTER: Staples-Motley High School Media Center is well-stocked with books, periodicals, pamphlets and an assortment of audio-visual material. Students are invited and encouraged to make use of the facility. The media center can be used by an entire class or an individual from a class by way of a pass. The hours are open Monday through Friday from 8:00 a.m. until 3:45 p.m.

VIDEO SURVEILLANCE: Video cameras / monitors in the school and on the school buses are for safety purposes and assist in protecting the rights of all students to come to a safe school environment. Cameras are recording images 24 hours a day, seven days a week. **The images obtained are for school and law enforcement. They are not for "public or parent viewing".**

VISITORS: Parent visitors to our building are always welcome, but for the sake of maintaining building security, we must insist that all visitors report to the Main Office and obtain a visitor pass and parking permit. All visitors are to use the main entrance when entering through the doors by Centennial Auditorium. Visitors who wish to see staff are encouraged to call ahead and make an appointment with the staff member and follow all visitor procedures. **Student Visitors are discouraged during the regular school day.**

TECHNOLOGY & INTERNET USE: **Reference the 1:to World Handbook as well.

Students may not download any information via the Internet without permission from the Supervisor or Technology Coordinator. The use of school computers must be consistent with the educational objectives of the Staples-Motley School District and/or the courses they are taking. Accessing or transmitting materials that are obscene or sexually explicit is prohibited. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable. Transmission of any material in violation with U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material. For their own safety, users should not reveal any personal information.

Questions regarding computer issues may be directed to the Technology Coordinator. **REMEMBER, USE OF THE SCHOOL COMPUTERS IS A PRIVILEGE, NOT A RIGHT.**

The computer supervisors, at their sole discretion, reserve the right to immediately terminate the use of school computers by any student who misuses the system. Students who misuse the Internet, individual computers and/or school technology in general, will have restricted use or nonuse of school computers for the time listed below:

1st Violation: 4 weeks

2nd Violation: 8 weeks

3rd Violation: 16 weeks

The ISD 2170 Administrative Team reserves the right to determine issues and consequences undefined by the S-M High School Handbook.