

2010-2011

# Lafayette High School Student Handbook



Lafayette High School  
404 Champagne Ave.  
P.O. Box 399  
Red Lake Falls, MN 56750

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## Red Lake Falls Public Schools Phone Numbers

|                         |          |                             |          |
|-------------------------|----------|-----------------------------|----------|
| Lafayette High School   | 253-2163 | Lafayette High School Fax   | 253-4480 |
| J. A. Hughes Elementary | 253-2161 | J. A. Hughes Elementary Fax | 253-4479 |
| District Office         | 253-2139 | District Office Fax         | 253-2135 |

### I.S.D. #630 Board of Education

|                                  |                             |
|----------------------------------|-----------------------------|
| Mr. Mike Swendra, Chairperson    | Mr. Gary Thibert, Treasurer |
| Mr. Wayne Hanson, Director       | Mrs. Deb Amiot, Director    |
| Mrs. Jenny Schmitz, Director     | Mr. Reed Englestad, Clerk   |
| Mr. Wes Largis, Vice-Chairperson |                             |

### High School Staff

|                       |   |
|-----------------------|---|
| Mr. Joel S. Young     | Superintendent                                  |
| Mr. Brad Kennett      | High School Principal/Athletic Director         |
| Mrs. Jan Anderson     | Elementary Principal                            |
| Mrs. Judy Skala       | Payroll   |
| Mrs. Pam Page         | Bookkeeper                                      |
| Mrs. Cindy Ducharme   | Secretary/Receptionist                          |
| Mrs. Bonnie Pahlen    | Secretary/Receptionist                          |
| Mr. Pete Hagl         | Transportation Dir./P.E.                        |
|                       |   |
| Mrs. Renae Dalen      | Social Worker/Testing Coordinator               |
| Mrs. Vickie Grove     | EBD   |
| Mr. Ben Hanson        | English/Student Council Advisor                 |
| Mrs. Jody Hensel      | Certified Paraprofessional                      |
| Ms. Lacie Hovland     | Music   |
| Mrs. Linda Johnston   | Art   |
| Mrs. Kris Kennett     | P.E./Health                                     |
| Mr. Jason Kenfield    | Science   |
| Mr. Chad Larson       | Math  |
| Mrs. Cheryl Matzke    | English   |
| Ms. Paula Miller      | Home Ec./Synergistic                            |
| Mr. Spencer Oland     | Science/Knowledge Bowl Advisor                  |
| Mr. Trevor Page       | Industrial Tech/CAD                             |
| Mrs. Bev Phillion     | LD  |
| Mr. Steve Philipp     | Social Studies/National Honor Society Advisor   |
| Mr. Mike Spurgin      | Math  |
| Mrs. Rene' Sage       | Family Service Specialist                       |
| Mrs. Lynn Vathauer    | French/Technology                               |
| Mrs. Jennifer Wieland | Choir   |
| Ms. Andrea Remick     | Social Studies                                  |
|                       |   |
| Mr. Jim Murphy        | Head Custodian                                  |
| Mrs. Anderson         | Custodian                                       |
| Mr. Nelson            | Custodian                                       |
| Mrs. Nelson           | Custodian                                       |
| Ms. Johnson           | Custodian                                       |
| Mrs. Gloria Delorme   | Cook  |
| Mrs. Barbot           | Paraprofessional                                |
| Mrs. Beyer            | Paraprofessional                                |
| Mrs. Fering           | Paraprofessional                                |
| Mrs. Graff            | Paraprofessional                                |
| Mrs. Knaack           | School Store/Study Hall Supervisor/Media Center |

## **MISSION STATEMENT**

**The mission of Red Lake Falls Public Schools is to build pride and self esteem by providing total resources so individuals can reach their full potential.**

### **WELCOME TO LAFAYETTE HIGH SCHOOL AND THE 2010-2011 SCHOOL YEAR!!!**

This handbook and its contents were approved by the school board at its regular June 21, 2010 board meeting.

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

The information in this handbook has been carefully prepared to help you succeed at Lafayette High School. This information is in compliance with District #630 Board of Education policies and its desire to promote a positive and safe learning environment.

The teachers and administration are dedicated to helping you in your learning process. Learning includes academics and those personal qualities, which will make you successful in meeting your goals during and after High School. Our school rules are designed toward meeting these ideals. The school, parents, and the student need to work together to achieve our high educational and personal standards.

All students who register at Lafayette High School are considered our students and are subject to all the rules and expectations of our school.

District 630 considers the following to be directory information, which is available for public release. Data includes: Name, address, telephone number, date and place of birth, grade level, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and names and pictures of students participating in or attending extra-curricular activities, school events and high school league activities or events.

Parents or adult students have the right to request that the information listed above not be provided for their student or self. Any parent or adult student who wants to make this request must do so prior to the first day of school each year. After that time, school officials will assume the listed information can be in the public domain.

### **YOUR SCHOOL!!!**

Lafayette High School is your school and we all have a responsibility to take good care of our school and its technology.

### **DAILY SCHEDULE**

|  |                          |  |
|--|--------------------------|--|
| 8:01 -                                   | First bell               | (12:10-12:34 – 2 <sup>nd</sup> . Lunch)        |
| 8:05 - 8:51                              | - 1 <sup>st</sup> . Hour | 11:45 – 12:34 – Jr. High, 5 <sup>th</sup> Hour |
| 8:45 - 9:40                              | - 2 <sup>nd</sup> . Hour | 11:21 – 12:10 Sr. High 5 <sup>th</sup> Hour    |
| 9:43 – 10:29                             | - 3 <sup>rd</sup> . Hour | 12:37 – 1:23 – 6 <sup>th</sup> . Hour          |
| 10:32 – 11:18                            | - 4 <sup>th</sup> . Hour | 1:26 – 2:12 – 7 <sup>th</sup> Hour             |
| (11:21 –11:45 – 1 <sup>st</sup> . Lunch) |                          | 2:15 – 2:50 Home Room                          |
|  |                          | 2:50 – Dismissal                               |

The school building is open to students between 7:45 a.m. to 3:30 p.m. on regular school days.

### **PASSING TIME BETWEEN CLASSES**

Passing time between classes is 3 minutes to allow time to go to lockers and use bathroom facilities. Students do not need to go from one end of the school to the other between every class. If a student has two classes, one after the other, in the same section, they should carry books and materials for both classes to avoid unnecessary hallway traffic.

### **STUDY HALLS**

Study Hall is for studying. Students should bring books, necessary materials and work on assignments and course material. Study halls will be in the media center and unless otherwise restricted.

### **VISITOR PASSES**

All visitors must obtain a pass from the building Principal. These passes are a privilege, not a right, and may be denied by the Principal. Parents are encouraged to visit the school whenever possible. Visitors must wear a visitors pass while at the school and return the pass prior to leaving the school.

### **DRESS CODE**

There is a direct relationship between the manner in which people dress and the way they act. Questions regarding student dress will be referred to the principal. At Lafayette High School, student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message this is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership. The following are examples but are not inclusive of all potential dress code violations. Judgment on such clothing will be the responsibility of the principal/designee.

1. The midriff shall be covered when the person is standing.
2. No fashion "chains" are allowed if they exceed the length of a normal necklace and/or links bigger than a normal pencil.
3. When wearing pants/slacks/jeans, the waistband or belt areas cannot be lower than the upper hip.
4. Tops may not show any cleavage. They may not be halter-tops, bikini tops, or open back or exposed shoulders.
5. No spaghetti straps type tops.
6. No pajama outfits or lounging slippers.
7. No short-shorts.
8. Students must wear shoes or sandals during school hours.
9. Underwear is not for public view.
10. Hats and hoods are not to be worn during the school day, from arrival to dismissal.

11. Stressed jeans can be worn but openings cannot be exposing underwear or parts of the body meant to be covered.

In these cases or any case of appropriate dress, the principal will determine what is appropriate to be worn at Lafayette High School based on what is determined to be disruptive to the educational process.

Persons determined not to be wearing acceptable school attire may put on an over garment (sweater or coat) to cover themselves or will be given t-shirts to cover themselves until the end of the school day and must return these t-shirts at that time.

### **PERSONAL SOUND SYSTEMS**

Personal sound systems, tape players, CD's, radios, etc. are not allowed in the classrooms or study halls without specific permission from the Principal.

### **PROHIBITED ITEMS**

The following items/activities are prohibited during school hours in the school building:

|               |                 |                 |
|---------------|-----------------|-----------------|
| Card playing  | Sunflower seeds | Cellular Phones |
| Roller blades | Pagers          | Laser Pointers  |
| No gambling   | iPods           |                 |

Beverages and all food items are allowed in the cafeteria only.

### **AUTOS, MOTORBIKES & SNOWMOBILES**

The student and parents assume full responsibility for any accident and/or incidents that result from the student driving to and from school.

Students generally are not permitted to use motor vehicles during the school day in any school location. Seniors may use motor vehicles on the high school campus during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted by the principal/designee to use a motor vehicle during the school day after a parent has been contacted.

Any student who uses a vehicle in a manner which may adversely affect the health, safety, or well being of persons or property in the school area shall be subject to disciplinary action to be decided by the Principal. A student's right of driving will be restricted and in or out of school suspensions will be issued if the driving rule is not followed.

Snowmobiles should be parked on the northwest corner of the school only.

## **SCHOOL BUS REGULATIONS**

### **School Bus and Bus Stop Rules.**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

### **Rules at the Bus Stop.**

1. Get to your bus stop 5 minutes before your scheduled pick up time. The School bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

### **Rules on the Bus.**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside of the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No use of alcohol, tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

### **Consequences**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

## **STUDENT BUSES TO ACTIVITIES**

Buses may be provided to certain activities if required minimum pay is collected at least one day in advance. The cost of the ride will vary dependent on the distance involved, and use of current district transportation cost figures for the calculations.

The following rules will apply to team buses and fan buses:

1. Students who ride to an event must return on the same bus unless released to their own parent only.
  - a. In order for a student to ride home with their parent, a signed note for “release to ride” must be presented to the principal for approval in advance. The bus driver will be notified and the School District will not be held liable for any damage or injury incurred while the student is with the parent.
  - b. In the event the parent cannot make contact with the principal’s office one day in advance, the parent must contact the coach or advisor in person to sign a form taking charge of their student.
2. Students are to conduct themselves in an acceptable manner, or they will not be allowed to ride the bus in the future.

### **SCHOOL PHONE**

A phone is available for students to use – located by the band room which is free for local calls and the phone number is #158. The office phone is not for student use. The office will call parents should students become ill or injured. The phone by the gym will be operational after school and after extra-curricular activities. During the day this phone will not be available for student use.

### **HOT LUNCH PROGRAM**

#### **Payment**

1. Students planning to participate in the Hot Lunch program must pay for meals at least 1 month in advance. The cost is based on a per meal charge (See fee chart for more information).
2. No charging will be allowed
3. Each student is to eat only his or her own lunch.
4. Extra lunch/breakfast/milk must be purchased in advance from the High School office before 8:00 a.m. Students on free or reduced lunch/breakfast must pay full price for extra meals.

#### **Lunch Process**

1. Students must either bring their student ID cards or have their ID card number memorized.
2. Students that forget their ID cards or number will go to the end of the line.
3. Replacement ID cards will cost \$1.00 in advance to eat.
4. Students bringing a bag lunch are to eat in the lunchroom. **Snacks from the school store are to be eaten in the cafeteria.**

#### **Lunch Periods**

1st Lunch: A closed lunch period will be in effect for 7th & 8<sup>th</sup> grade. Students may not leave the High School during the lunch period except with both specific written permission from their parent for a specific reason and approval from the building Principal/designee.

Any 7-10th student, who lives within walking distance, must have a parent's signed permission form to go home to eat. Other students are not allowed to accompany students home at any time.

2nd Lunch: 9<sup>th</sup> & 10<sup>th</sup> graders also have a closed lunch period (see above). Students in the 11<sup>th</sup> and 12th grade have an open noon hour. Seniors will have driving privileges at noon hour. The "Student Driving Rule" will be strictly enforced. Each student has a 25-minute lunch period and ALL students MUST return to their next class on time. Tardiness will not be acceptable and loss of privilege will be a result of lunchtime violations.

### **Lunch Behavior**

Students engaging in irregular behavior/misconduct will not be allowed to use lunch services for a period of time as determined by the Principal/designee. The principal as needed can impose other discipline measures.

### **EAGLE EXPRESS**

The Eagle Express store will be open at various times throughout the day.

### **LOCKERS, LOCKS AND VALUABLES**

1. Lockers are the property of the school and are provided for student use
2. Lockers are to house textbooks and other school related items and will be assigned to each student at the beginning of the school year.
3. Unauthorized locks will be removed.

The Principal/designee may open any locker when there is reasonable proof that the locker contains alcohol, narcotics, tobacco, or other items considered harmful to students, staff, or in violation of other rules contained in this handbook. For more information, refer to District Policy #502 in the Principal's office/district office.

The school will not be responsible for articles taken from your locker! Your best protection is the secrecy with which you guard your combination!

Padlocks may be rented from the office for a \$4.00 deposit, which will be refunded at the end of the year.

Each student should make sure his or her locker is locked at all times during the school day! All shoes, jackets, physical education equipment, etc. should be labeled with the student's name. If you have money or other valuables in school for some specific reason, we suggest you leave them in the office until they are needed.

Locker damage and thefts should be reported to the principal's office as soon as possible. If damage can be attributed to a person, that person will be charged for repair or replacement. The Principal will make this determination.

## **DISCIPLINE**

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student and will support personnel who act in accordance with State statutes, State Board of Education regulations and this policy.

If you want to do well at Lafayette High School, these 5 simple rules will go a long way toward your positive goals:

1. Be in your assigned areas when the bell rings.
2. Bring all necessary materials to class each day.
3. Obey supervisor's directions.
4. Keep your hands, feet, and objects to yourself.
5. Behave in a respectful manner toward all people/property.

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. The violation of any federal, state or local law is unacceptable behavior.

## **CLASSROOM RULES**

Each teacher has a discipline plan for use in his or her classroom. The plan will include the rules for the class, positive consequences for following the rules, and negative consequences for disobeying the rules. This plan will be shared with students on the first day of school and posted in the classroom so students know what is expected. Each teacher will also take attendance at the beginning of each hour and report any absent or tardy students to the office.

## **DISCIPLINE DEFINITIONS**

### **Subd. 1. Reasonable Force Standard:**

Allows a teacher, school employee, school bus driver, or other agent of the district to use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

### **Detention**

Detention may be assigned by the Principal, designee, teacher, and other support staff. After school detention will take place from 3:00 to 4:00 PM and will be held in a designated room on Monday, Tuesday, Wednesday, or Thursday. If a student is late he or she will be counted as absent. If a student rides the bus, they will be given one-day advance notice to arrange for transportation. Failure to report to detention will double the time! Continued failure to report may result in a conference with parent/guardian and/or further disciplinary action including OSS. After detention, students have 5 minutes to leave the school building. Teachers may assign brief detention times of their own. Failure to serve these can lead to a longer office detention.

### Detentions

Recognizing that students may have commitments on Monday or Tuesday, students receiving a detention will now have more flexibility of when to serve the detention. Detention days will now be Monday, Tuesday, Wednesday, or Thursday from 3:00 PM to 4:00 PM.

### In School Suspensions (ISS)

ISS students will be required to be in school during the time of the ISS and will no longer be allowed to go home for lunch. Please make arrangements to have your student bring a lunch if they are going to eat school lunch.

**In School Suspension** (ISS): prohibits a student from attending regular classes and keeps the student in school under the supervision of the Principal/designee. Work done in ISS will be scored and counted by your teacher.

**Out Of School Suspension** (OSS): prohibits a student from attending school for a period no longer than 10 days per event. Make up work must be done, and will count like excused absences. Parents will be notified, if at all possible, prior to the actual suspension from school. Where deemed possible, by the principal, the actual out of school suspension can be deferred for a day in order to accomplish the parent contact. Where this delay is not judged to be wise, a close relative or the sheriff will be notified prior to the out of school suspension occurring. Students who are suspended out of school will have the same number of days to turn in work missed or to take tests or quizzes as is covered by any "excused" absences. See "note" on page 14 of this handbook.

### **Expulsion:**

Expulsion prohibits a student from attending school for a period no longer than the school year. Parents shall be notified in writing of violations of the rules of conduct and resulting disciplinary action by first class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974.

Dismissal:

A pupil may be dismissed on any of the following grounds:

- a) willful violation of any reasonable school board regulation
- b) willful conduct that significantly disrupts the rights of others to an education
- c) willful conduct that endangers the pupil or other pupils or surrounding persons, or the property of the school

Parents, teachers, and the Principal have a common interest in remedying the student's behavior problems. Contact may be made with the school social worker, school psychologist, or personnel deemed appropriate or as required by an Individual Education Plan (IEP). **Students who are suspended 15 or more times will meet with the superintendent and board committee to determine different placement.**

### **PROGRESSIVE DISCIPLINE**

While the consequences stated herein are specific for stated violations of school policy, it must be stressed that overall satisfactory behavior of students is of utmost importance. Therefore, offenses will be handled on an individual and cumulative basis. Thus, a student's inappropriate behavior may result in different offenses being combined for subsequent occurrences.

### **OFF CAMPUS BEHAVIOR**

Students may be disciplined for off campus conduct, which disrupts, interferes or otherwise affects the environment, activities or operation of the school.

### **UNACCEPTABLE BEHAVIORS AND CONSEQUENCES**

Listed below are some unacceptable behaviors, which will not be tolerated at Lafayette High School from any student at any time:

|   |                        |                  |
|---|------------------------|------------------|
| skipping classes  | stealing               | vandalism        |
| dishonesty (cheating)                                       | frequent tardiness     | swearing         |
| defying authority   | fighting               | harassing others |
| verbal abuse  | inappropriate clothing | disrupting class |
| hazing  |                        | bullying         |
| failure to identify oneself upon request                    |                        |                  |
| possession or use of tobacco, alcohol or other drugs        |                        |                  |
| violation of any rule of conduct specified in this handbook |                        |                  |
| Inappropriate displays of affection                         |                        |                  |
| Laying on the floor in the halls/locker bay                 |                        |                  |
| Gang colors or symbols in school or school sponsored events |                        |                  |
| Gambling of any kind  |                        |                  |
| Cell phone use  |                        |                  |

Consequences for these unacceptable behaviors may include but are not limited to any of the following:

|  |                             |
|--|-----------------------------|
| principal/student conference                                       | restitution                 |
| loss of school privileges  | detention                   |
| parent notification  | referral to police          |
| in-school suspension   | out of school suspension    |
| lunch period restrictions  | Sheriffs Dept. notification |
| expulsion from school for all or part of the year                  |                             |
| removal from participation or attendance at extracurricular events |                             |
| truancy petition   |                             |
| reduction in letter grade  |                             |
| <i>appropriate restorative justice solutions</i>                   |                             |

*Note: Students are not allowed to leave the building between classes without specific permission or pass from the school.*

### **HAZING DEFINITION**

Engaging in any behavior, which constitutes "hazing", is a violation of this discipline policy and may subject the student to discipline including suspension and expulsion. "Hazing" is defined as 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.

"Hazing" is a violation of school policy regardless of time and place it occurs. Regardless of any provision in this policy to the contrary, a student may be subject to a suspension of up to 10 days or expulsion for violation of any provision of this policy.

### **CHRONIC OFFENDERS**

If a student has been suspended, either ISS or OSS for a total of ten (10) school days during a semester, any further short term suspensions will be followed by a review of the student's records, including the Principal's findings and action in relation to the latest misconduct, and of any explanation, mitigating circumstances, or defenses that the student or his/her parents desire to make. A report will be made with a copy to the Superintendent stating the findings as to the facts of the latest incident and recommendations, if any, about dealing with the student in the future.

### **HIGH SCHOOL TOBACCO, ALCOHOL AND DRUG POLICY**

A student of Lafayette High School, regardless of age, shall not consume, be under the influence, or have in possession, alcoholic beverages, drugs, or drug paraphernalia while in school, attending school activities, on school grounds, or under school supervision. Violations will be referred to the Principal for disciplinary action.

#### **Tobacco**

The parents of any student found in possession of or using tobacco on school property or at a school-sponsored activity will be notified. The student will receive:

*First offense:* one-day in-school suspension,

*Second offense:* one-day out-of-school suspension,

*Third/subsequent offenses:* two days out-of school suspension.

Law enforcement also may be notified.

#### **Alcohol**

The parents of any student who has used or is in possession of alcohol or other drugs and is in attendance at school or a school sponsored activity will be notified and the student will be suspended from school. Other disciplinary measures, as set forth in the school's discipline policy will also be taken.

#### **Selling Chemicals**

Any person or student engaged in selling, giving away or use of legally controlled substances in or near the school will be removed by the legal authorities. Definitions of terms "in" or "near" will refer to the current legal definitions in force at the time. Parents will be notified, and a five-(5) day suspension with consideration given for expulsion will begin. If there is a repeat of this offense, expulsion proceedings will begin immediately. Those students involved in Minnesota State High School League sponsored activities and/or intramural will also need to comply with the rules of the Minnesota State High School League.

**DRUG FREE AND WEAPON FREE SCHOOLS**

New Minnesota Law is tough on anyone selling or possessing illegal drugs in school or within one city block of a school. People convicted may spend up to 30 years in prison. This new law is also tough on people caught possessing or using a dangerous weapon in or within one block of a school. People convicted may spend up to 5 years in prison. Juveniles convicted of these crimes and who are 14 years of age or older will be treated as an adult in court. The building principal will determine if intent or a threat exists in a case-by-case basis.

**FIRE ALARM TAMPERING AND BOMB CALLS**

Listed are the penalties that will be administrated to any student who shall be guilty of any threat to endanger the well being of students, teachers, or employees of the Red Lake Falls school system. These penalties shall apply to any or all accomplices of said threat:

1. The student(s) shall be suspended from school and/or expulsion recommended to the Board of Education.
2. The student(s) shall be subject to an examination by a psychologist before he/she or those involved shall be allowed back into school.
3. The person(s) shall be prosecuted under the Minnesota State Law 609.79, subdivision 1, which states: "whoever, without disclosing his/her identity and with intent to alarm or annoy another, makes a telephone call, whether or not conversation ensues, may be sentenced to imprisonment for not more than 90 days or to payment of a fine of not more than \$100."
4. Whoever intentionally gives a false alarm of fire, or unlawfully breaks, injures, defaces, or removes any such box or disturbs any of the wires, poles, or other supports and appliances connected with or forming a part of any fire alarm system or any auxiliary fire appliance is guilty of a misdemeanor and shall be prosecuted under Minnesota State Law.

**FIRE DRILLS AND NATURAL DISASTER (TORNADO DRILLS)**

A natural disaster (tornado) plan and fire exit route is posted in each classroom. Students should become familiar with the plan. When the natural disaster is announced over the P.A. system or by the faculty, or the fire alarm is sounded, everyone must go to the designated shelter area and remain there until the "all clear" is given. The main purpose is to get to the sheltered area promptly, efficiently, and safely. The same procedure applies to fire drills.

**SAFETY DRILL (5)**

Lafayette High School will have periodic safety drills involving lock down procedure to help ensure our students safety.

**STORM CLOSING**

In the event of a storm closing or a delayed starting time, the school will announce such information over KTRF (1230) in Thief River Falls and KROX (1260) in Crookston. Please keep "tuned in" on days that the weather is questionable for possible early closing or late starts. Just hearing that school is starting late is not a reason to turn off the radio, stay tuned for other updates of school closings. The district has also implemented an instant alert system that will call your emergency number.

**SCHOOL ATTENDANCE AND THE LAW**

Minnesota State Statute requires that children and youth attend school. Between the age of 12 and through the 17<sup>th</sup> year, it is primarily the student's responsibility to get to school on a daily basis. A student is required to attend school each and every day, each and every class period. If a student should miss any part of the school day for legitimate reasons, a parent or guardian must notify the school. If a student is absent without lawful excuse three or more class periods on three days if the student is in junior or senior high school, he/she is considered truant. Truancy is a violation of Minnesota State Law. The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include up to a \$1000.00 fine and/or 90 days in jail or both.

**TRUANCY INTERVENTION SERVICES**

The parents, school, and community are all partners in working toward the goal of school attendance and educational success. The law is "designated to provide a continuum of intervention and services to support families and children/youth in school and in combating truancy and educational neglect."

When a student has had one or two unexcused absences, the school will begin the initial interventions. This may include contact with parents and in-school detention.

At three unexcused absences, the school is legally required to notify the parent or guardian that the student is a "continuing truant." A letter is sent recommending action for their parent. At this point, parents are strongly encouraged to attend school with their son or daughter if the truant behavior continues.

If the student has seven unexcused absences, they are considered "habitually truant." The school is required to report that the student is in violation of the compulsory attendance laws. At this level, one final intervention is attempted. A meeting is arranged between the school, county attorney, parents, and child. At this meeting, a contract will be developed to promote regular attendance.

**ATTENDANCE AND EARNING CREDIT**

Lafayette High School administration and staff, along with the State of Minnesota, believe that it is important for students to learn appropriate behavior. This will allow them to be successful at school, as well as after high school. Attendance is the number one quality which potential employers value. Being where you are supposed to be and on time is important.

The State of Minnesota requires by law that any person under age 16 must attend school. Students may not leave the school grounds during the school day (except students in grades 11-12 at their lunch hour) without an out-of-school pass. Any student off school grounds during the school day without a pass will be considered truant. Students are expected to be in school except in cases of emergency or for reasons as explained in the code below. The code lists the following as the only legal excuses for absence to school.

1. Personal Illness/Medical or dental treatment - The school may require a certificate from a doctor if deemed advisable.
2. Illness in the family - All schoolwork should be kept current.
3. Quarantine in the home - The absence arising from this condition is limited to the length of quarantine as fixed by the proper health official.
4. Death of a relative - the absence arising from this condition is limited to three days, unless reasonable cause may be shown by parent or guardian for a longer absence.
5. Observance of a religious holiday - any student of any religion shall be excused if his absence was for the purpose of a religious holiday consistent with their creed or belief.
6. Family emergency/work for your parents or any absence when with their parent.
7. Any other reason must be excused by the school prior to the absence.
8. Vacation plans for families can be facilitated by calling the school one week prior to the date of vacation so teachers can prepare work for the student.
9. The principal can determine if any special case exists for absences other than those listed above. All special cases must be "prior" approved cases.
10. Absences to attend alternative learning centers while school is in session at Lafayette High School is not excused.

### **STEPS TO FOLLOW WHEN ABSENT**

1. Have parent or guardian phone the school and inform the office of your absence before 8:30 AM on the day of absence or have parent or guardian write an excuse giving your name, days of absence and his/her signature.
2. Present your excuse to the Principal's office.
3. Ask all teachers for make-up assignments. Note: A student has one day for each day missed to hand in makeup work. Test and quizzes will be scheduled with individual teachers.

Example: 5 days absence

The student would be allowed 5 days to make up plus one additional day. 5 days + 1 day = 6 days for makeup work.

Example: 3 days absence

The student would be allowed a total of 4 days for makeup. 3 days + 1day.

Assignments that are not made up will be reflected in your grade (each student is responsible for seeing that make-up work is completed).

4. If absence is due to work, travel, or some other reason, parents or guardian should notify the school prior to the absence.

### **UNEXCUSED ABSENCES**

Unexcused absence will mean the student will not be allowed to make up tests and will receive zeros for daily work. The combination of daily grades for participation as well as class lecture and experience will lead to grade reduction for unexcused absence. Make-up work and/or tests will not be allowed for unexcused absences.

If you are going to be absent for valid reasons you or your parent must call the Principal's office.

### **UNEXCUSED ABSENCE DISCIPLINE**

A student with an unexcused absence will serve ISS of appropriate length.

### **VERIFIED ABSENCES**

For use only on absences to state level events and only for events that District #630 has at that time sanctioned as school activities.

A parent must tell the principal's office, in writing, prior to the anticipated absence, that their student has their permission to be gone from school to attend an activity as described above.

It should be understood that this in no way indicates that this is a school-sponsored event. These events are not school sponsored or supervised and are entirely a matter between the student and their parent.

Those that meet the above criteria will be able to make up their work on the normal time schedule and will suffer no other disciplinary action. Unless instructed otherwise by the classroom teacher, classroom work should be completed before the absence occurs.

### **PRE-EXCUSED ABSENCES**

Any absence for an excusable reason which can be logically planned 24 hours in advance of the absence should be dealt with as follows:

1. The parent must request the excuse by phone, in person, or by written note at least 24 hours prior to absence.
2. A student who receives a pre-excused absence must present it to each of his/her teachers for assignments and signature at least one day prior to the date of the absence and return it to the Principal's office for approval.

### **ABSENCE DUE TO SCHOOL ACTIVITY PARTICIPATION**

Any absence related to a school-sponsored activity is considered excused. However, teachers may require students to contact them prior to their absence from their class in order to get necessary assignments etc. Make-up work shall be completed and turned in to the teacher according to the absence policy.

### **ABSENCE DUE TO MASS (CHURCH)**

Students must bring a written note, email or fax from their parent to attend mass. Phone calls will not be accepted, as students know of mass in advance. Students are required to return to school immediately after mass.

### **Tardies**

The first two tardies for a student will be considered warnings. Starting with the third tardy, a detention period will be assessed. With each following tardy, a detention period will be assessed or on a one for one basis. This will continue until the end of the school year. The change in policy is to decrease the number of tardies being experienced in the building and to hold students more accountable for being on time as will be expected in the workplace in the future.

### **PASSES AND STUDENT DISMISSAL**

No student should be out of his/her class without a written pass from the teacher or the office. We have a 3-minute passing period between periods to take care of bathroom needs as well as getting class supplies from lockers.

Only a parent or guardian can permit a student to be dismissed from school. A parent may give a written or telephone permission to allow a student to leave with another person or by one's self. All passes should be received by 9:00 a.m. unless of a true emergency.

### **INCOMPLETE GRADES AND MAKE-UP WORK**

If a student is absent from school (excused absence), he/she will be allowed 1 school day plus the number of missed days absent from school. In cases where it is anticipated that an absence due to illness or incapacitation will last more than a few days, a parent should arrange with the high school office to obtain the student's books and assignments so the student may continue to work at home.

Individual instructors will record absences in their class records and will automatically enter a "zero" on days when absences are recorded and the make-up work is not completed by the required time.

### **CREDITS, GRADING, HONOR ROLL, REPORT CARDS, AND PASS/FAIL**

A "credit" is defined as a unit acknowledging that a student has satisfactorily met the course objectives defined for that class as well as the minimum clock hours of instruction for that course. It is possible to earn seven credits each year. All students at Lafayette are required to enroll in a minimum of six courses each year. Grading procedure will be as follows:

| Letter Grade | G.P.A. | Letter Grade | G.P.A. |
|--------------|--------|--------------|--------|
| A            | 4.00   | C            | 2.00   |
| A-           | 3.67   | C-           | 1.67   |
| B+           | 3.33   | D+           | 1.33   |
| B            | 3.00   | D            | 1.00   |
| B-           | 2.67   | D-           | 0.67   |
| C+           | 2.33   | F            | 0.00   |

The grades in all classes for which a letter grade is received will be counted in the grade averaging calculation. Honor Roll will be achieved and reported to the local newspaper at the end of each quarter, based on the following:

"A" Honor Roll – an overall GPA of 3.5 for the current quarter

"B" Honor Roll – an overall GPA of 3.0- 3.49 for the current quarter

- A student must have obtained at least 4 credits from Lafayette High School during the grading period
- A student may have no "F's" in any class

- A student may have no incompletes in any subject. An incomplete grade, given to a student due to a medical condition/emergency which is documented by medical personnel and/or death of an immediate family member may be cause for an exception if the school is given prior notification. Each situation would be reviewed by the Honors Committee\* for a final decision.

\* The Honors Committee is made up of Lafayette High School faculty, administration and school board members.

### **FAILING A GRADE LEVEL**

Students in grades 7 or 8 who fail two of the four content classes (English, Social Studies, Math, and Science) will be retained in the same grade for the next year. A student may take summer courses to make up lost credit in the 7<sup>th</sup> and 8<sup>th</sup> grades. If the credit recovery is approved by the administration, the 7<sup>th</sup> or 8<sup>th</sup> grade student may be allowed to advance to the next grade level.

In grades 9, 10, 11, and 12, a student who fails a class will receive no credit for that course. If the class is a required course, the student must repeat that class and receive a passing grade in order to fulfill the graduation requirements of Lafayette High School. Incomplete work is cause for no credit given.

### **LAFAYETTE HIGH SCHOOL COMPUTER NETWORK ACCEPTABLE USE POLICY**

We are pleased to offer the students of Lafayette High School access to the building computer networks including word processing, library services, electronic mail and the internet.

Access to Internet will enable students to explore thousands of libraries and databases. Network access at Lafayette High School is provided for students to conduct research and communicate with others. Use of the internet is a privilege. Misuse will result in loss of those privileges. *Unacceptable uses* of the Internet include, but are not limited to, the following

- Intentionally accessing, sending, receiving or displaying offensive or inappropriate messages or pictures.
- Damaging computer systems, computer files or computer networks
- Violating copyright laws
- Giving, using or changing another person's ID and/or password
- Trespassing in another person's folders, work or files
- Impersonating another person
- Employing network resources for commercial purposes
- Using internet to join a mailing list with Lafayette High School as the address

Violations will result in loss of access. Disciplinary action will be determined at the building level in line with existing policies.

To gain access to the internet all students must obtain parent/guardian permission. Due to the nature of the internet it is not possible to monitor students at all times. The information is constantly changing. Not all sources provide accurate complete or *appropriate* information. Teachers will assist students to become good information consumers. Students are responsible for their behavior and use of the information. Parents/guardians are responsible for setting and conveying the standards for using the media and information *they* expect their child to follow

Both parent/guardian and student must sign this form and return it to school

I \_\_\_\_\_, have read this policy and agree to abide by the terms.  
(student name)

Signature \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_ have read and discussed the Lafayette High School  
(student name)

Network Acceptable Use Policy with my student and grant permission for him/her to use the internet.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### General Guidelines for Computer Use at Lafayette

- ° Students must ask for permission before using a computer (other than for a class)
- ° Students must log in and out of the log-in sheets by each computer (in the Media Center)
- ° Students must respect the supervisor's instructions (ie: if a supervisor asks you to exit out of a sit on the Internet, do so immediately)
- ° Students are to remember that all school policies apply to computer usage
- ° E-mail is only to be accessed before and after school – no exceptions

Students who fail to comply to the school's Computer Use Policy will lose computer privileges for a specific amount of time, depending upon the seriousness of the offenses.

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Secret password (at least 5 digits) \_\_\_\_\_

### **INDEPENDENT STUDY**

There are two types of independent study. Students can select courses through the North Dakota Division of Independent Study Program. Costs for these classes are the responsibility of the student. Also, independent study opportunities may, in extreme cases, be available by Lafayette teachers. No more than 2 such cases may be done per teacher per semester and must be approved by the Principal and the teacher in question.

### **INTERACTIVE TELEVISION**

Lafayette High School offers a variety of courses over Interactive Television or ITV. This enriches our curriculum and student opportunities to work with students and teachers from other communities. Student behavior must be of the highest order if the student is to remain in these classes.

### **SCHOOL TO WORK PROGRAM**

If a student is involved in On the Job Training through the school to work program and has a study hall, the time working could be extended upon agreement with the job site, student, and school. If the job site is within walking distance, the student may walk. If transportation is needed it must be provided by the district only if it does not involve extra expense. If the student is behind in any schoolwork the extension will not be considered.

### **LAFAYETTE HONOR SOCIETY**

The Lafayette Honor Society is an organization for students in grades 10-12 who have maintained at least a 3.3 accumulative GPA. Qualifying students must also possess qualities of scholarship, leadership, service and character. Members are required to be actively involved in helping out our community, school and anything the organization deems important. Filling out an application does not guarantee acceptance. Members whose grades fall below an accumulative 3.3 GPA will be placed on a one-quarter probationary period. NHS members must also follow MSHSL guidelines, and anyone with more than one violation will not be accepted or a current member will be expelled. The Honor Society will not accept applications from graduating seniors! Applications may be picked up after April 1<sup>st</sup> and are due by April 30<sup>th</sup>. Successful applicants will be notified the first week of May and the induction ceremony is usually the third week of May.

### **MEALS ON WHEELS**

When out of the school building doing this public service activity, the student will follow all school rules until return to our building for class. Only juniors and seniors may sign up for this community service in which they will receive  $\frac{1}{4}$  credit upon completion.

### **HOMEWORK**

To accomplish your academic goals, junior high students should anticipate devoting approximately two hours per evening to homework, while senior high students should schedule about three hours per evening on this activity. It takes time, organization, and effort to do well in your courses. This preparation may well determine if you are adequately prepared for a job or future schooling.

### **PHYSICAL EDUCATION**

Physical education is a required course for students in grades 7-10. Any student who needs to be excused from this for more than a day must have a doctor's statement. Students may be excused for one day by a parent's written permission in order to gain time to get a doctor's statement.

All students are required to wear appropriate clothing in Physical Education class. The instructor will inform students of what is considered appropriate and if a student comes without proper clothing, the instructor may restrict students participation, deduct marks from their grade or issue other disciplinary action as warranted.

Gym lockers are provided in the locker room for use during gym class. All valuables should be locked up. NEVER, NEVER, leave money in the locker room!

For health reasons, students are requested to shower after each Physical Education class. Student/parent should have a conference with the teacher and/or Principal if there is a reason why the student cannot shower.

### **WEDNESDAY AFTERNOON PRACTICES**

Students in grades 9 - 12 may practice on Wednesdays after school. 7th and 8th graders may practice on Wednesdays with their varsity teams if parental permission is submitted to the Principal's office.

### **MEDICAL INFORMATION**

Parents are primarily responsible for the medical and dental care of their children. Medical and dental appointments should be made by the parents, and the school notified so that the students may be properly excused from school. If at all possible all appointments should be made outside the school day.

The school maintains only limited facilities for handling emergencies, but shall cooperate in every way possible to provide for the welfare of the student until the parent can be notified and assume responsibility. Parents are responsible for informing the school concerning whom to contact in case of emergency. Students needing medical or dental assistance during the school day should contact the Principal's office. In case of a medical emergency, the school will take whatever action is needed, possibly before contacting the parent.

School personnel will not provide students with any medication. Students requiring daily medication to be taken during the school day should contact the Principal's office for further discussion.

### **HEPATITIS B IMMUNIZATION**

All seventh graders are required to have 3 shots or started the Hepatitis B Series of 3 shots prior to attending District 630 schools. Some institutions give a series of two adult shots instead of 3. Immunizations must be current when entering 7<sup>th</sup> grade.

### **INSURANCE**

There will be an optional insurance plan available to students. The necessary forms will be included in the mailed packet at the beginning of the school year or can be picked up at the Principal's office.

Students not purchasing insurance must fill out a waiver, signed by the parent or guardian, indicating they have other coverage and file it with the district office.

### **SEVENTH AND EIGHTH GRADE PARTIES**

7th and 8th grade parties and their scheduled times will be permitted at the discretion of the administration.

### **SCHOOL DANCES**

#### **Homecoming**

The Homecoming dance is open to alumni and to students currently enrolled in grades 9-12 at Lafayette. Those attending may also bring one guest. Out-of-town guests must be signed up in the office at least one day before the event. The Homecoming dance ends at 1:00 a.m.

## **Prom**

The Prom is open to any Junior or Senior currently enrolled at Lafayette High School and their date. All students from our school who are in recognized options programs and meet all other age and behavioral criteria may attend our prom and if eligible otherwise may invite a guest. In order to be considered "enrolled" a person must have been a member in good standing in at least one class of the 4<sup>th</sup> quarter of Lafayette High School during that Prom year. Dates may be no younger than tenth grade and no older than 20 regardless if they are a Lafayette student or alumni or from out of town. The Prom advisor is responsible for verifying the date's age and grade level. The principal is responsible for determining the "good standing" status of our students. The Prom will end at 1:00 a.m. All other Sr. High dances with the exception of homecoming must end at 12:00 midnight.

**NOTE: At the discretion of the administration all school dance regulations may be subject to change.**

## **FUND RAISING**

All fund raising activities must be approved by the Principal and scheduled so as to not overlap with other such efforts. There are specific rules relating to fundraising, ask the principal at the high school.

## **FEES**

Public Education in Minnesota is free to all students who are residents. However, fees may be charged under certain circumstances. Minnesota school districts are allowed to charge fees for any of the following specific situations as required by the school:

1. Projects in art, home economics, industrial arts, or other courses that are in excess of the material requirements of the minimum course outline provided that the student elects to do such a project with the approval of the instructor.  
The student may elect to take such projects home and the costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, with the approval of the instructor.
2. Cost of school equipment or material destroyed, broken, or unduly damaged through carelessness or failure to follow instructions must be paid for in the amount necessary to restore the item to service.
3. Deposit for lab or shop breakage, such deposits to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving lab or shop work. If this fee is not paid by the end of the first nine-week period of the school year, the student will be removed from the class list.
1. All students taking Driver's Education (classroom & behind the wheel) will pay the necessary fee in advance.
2. Activity tickets that will admit the student to all athletic events.
3. Costs of the school paper, yearbook, graduation announcements
4. Admission for special events such as concerts, plays, athletic events, or other activities, which the student may attend at his/her own option. Note these events will usually be available at no additional costs to activity tickets.
5. A participation fee will be assessed each student who participates in interscholastic athletics and drama, speech, knowledge bowl, etc.
6. Deposit for lock to be used on lockers.

7. Fee for riding late bus.
8. Payment for damage of Physical Education equipment due to misuse.

### **WITHDRAWAL**

If a student plans to withdraw from school before the end of the school year, they must obtain a check-out slip in the Principal's office.

This will require the student to have a signed statement from their parent or guardian requesting the withdrawal and indicating the new address of the student and of the new school the student will be attending. The withdrawal slip is to be signed by all of the student's teachers, librarian, counselor, and Principal. When all books and other school owned supplies have been returned to the teacher who issued them, the student returns the slip to the office of the Principal. A transcript of a student's records will be sent to the new school when requested by the Principal of the new school. Transcripts will not be sent with the student but a copy of the report card will be sent to the student upon request.

### **POST SECONDARY OPTION**

Any students in grades 11 and/or 12 are eligible for participation in the Post Secondary Education Option if they meet the following criteria:

- You are recognized as a junior at Lafayette High School. As a guide, students should have an overall GPA of 3.75 or higher OR as a senior at Lafayette High School and have an overall GPA of 3.5 or higher.
- You have met all credit requirements in grades 10 and/or 11 as applicable.
- You and a parent should meet with the high school counselor and sign a statement indicating that you received information and are aware of your responsibilities regarding the PSEO program by end of 1<sup>st</sup> semester of the year prior to enrollment at the post secondary institution.
- Extenuating circumstances can be reviewed by administration.

Your responsibilities as a PSEO participant if you plan on receiving a diploma from Lafayette High School:

- Students who take post secondary option courses and later withdraw or in any way do not successfully complete the course shall be required to pay all costs for said course(s), including tuition, fees and fines.
- Post secondary students must declare if courses are to be for high school or post secondary credit as only credits that apply to high school graduation requirements are paid for by the high school.
- Upon entering a post secondary options program, a student assumes all responsibility for periodically contacting the high school counselor and office concerning high school events, activities, deadlines and scholarships.
- Students must meet all graduation requirements in order to earn a diploma from Lafayette High School. \*
- Students must provide their own transportation to and from the post secondary institution.
- Textbook/Tools used for any courses taken for secondary credit must be returned to Lafayette High School or you may arrange to purchase them from the district at the

end of each semester. These books have been purchased by ISD #630, therefore are the property of the school. A signed diploma may be withheld until all ISD 630 properties are returned.

- ❖ Students must take an approved English class to satisfy LHS Language Arts requirements.
- ❖ Students must take an approved Social class to satisfy LHS Social Studies requirements (according to Children, Family and Learning Post Secondary guidelines, students are responsible to pay for any classes that are not for secondary credit).
- ❖ Family Living is required at Lafayette High School to meet the graduation requirements.

### GENERAL GRADUATION REQUIREMENTS

Each student must successfully complete a minimum of 24 credits in grades 9-12 in order to graduate from Lafayette High School.

|   |   |
|---|---|
| Language Arts   | 4 credits   |
| Science   | 3 credits ( Biology, Physics & and Chemistry)   |
| Math  | 3 credits (encompassing Algebra 9, Algebra II<br>Geometry, and Statistics & Probability)  |
| Social Studies  | 4.5 credits (.5 credit World History, .5 credit of<br>Citizenship, 1 credit U.S. History, 1 credit<br>Geography, .5 Economics, .5 credit Family Living,<br>.5 credit of U.S. Government)<br>Note: Locally, we require all seniors to take ½ year<br>of U.S. Government and ½ year of Family Living. |
| Physical Education  | 1 credit (9 <sup>th</sup> & 10 <sup>th</sup> )  |
| Health  | 1 credit (9 <sup>th</sup> & 10 <sup>th</sup> )  |
| Basic Skills  | .5 credit (9 <sup>th</sup> )  |
| (1/4 credit may be from approved service learning projects or community learning) |   |

**Note: Beginning in 2009 the State of Minnesota will require passage of a math test at a state set point before graduation.**

Any Senior can be denied access to the graduation ceremony if the administration determines that their recent behavior is unacceptable and/or is likely to cause a problem at the graduation.

No student will receive a diploma unless they have completed the requirements of graduation that are formulated by the Minnesota State Department of Education and by the Board of Education of District 630 by the time of commencement exercises.

Students with a cumulative grade point average of 3.5 or higher will be acknowledged

as honor students.

- Students who have maintained a 3.75 or higher GPA will be recognized as students of distinction and will be given a gold medal to wear for the graduation ceremony.
- Students who have maintained a 3.500 – 3.749 GPA will be recognized as A honor students and given a silver medal to wear for the graduation ceremony.
- Students who have maintained a 3.0 – 3.49 GPA will be recognized as B honor students and given a bronze medal to wear for the graduation ceremony.

Post secondary students will not receive their diploma unless final, official grades have been provided to Lafayette High School by graduation day.

Using the 3<sup>rd</sup> quarter senior grades, a determination will be made as to class rank for purposes of the commencement ceremony.

The top ranking students will be asked to speak at the graduation ceremony. If, for some reason, they choose not to speak, the next student down in rank will be asked to speak. If there is only one honor student there will be only one student speaker. In case of a tie in rank of 1<sup>st</sup>, those two students will speak.

At the end of the first semester, the Honors Committee\* will review the credit status of all seniors and will make a determination as to which seniors may be in jeopardy of not meeting graduation requirements. These seniors and parents will be notified and will work with the student assistance team to explore ways for the student to obtain the missing credits. At the end of the 3<sup>rd</sup> quarter, the Honors Committee\* will again make a review of the senior credit status. Students who are still in jeopardy of not meeting the 24 credit requirement will continue to work with the student assistance team to make up the missing credits. Any senior who is short of meeting the 24 credit requirement will be notified in writing, 5 days prior to graduation, that they will not be allowed to attend commencement exercises that school year and must wait for the next year's ceremony.

A student who has less than the required 24 credits, due to a medical or family emergency that has affected their credit status, may petition the Honors Committee for an exception to participate in the graduation ceremonies. Each situation would be reviewed by the Honors Committee for a final decision.

\* The Honors Committee is made up of Lafayette High School faculty, administration and school board representatives.

### **TRANSFER OF GRADES POLICY**

The purpose of this policy is to establish a process to calculate a Grade Point Average (GPA) for students who transfer to District #630 with courses scored "Pass" or "Fail" during grades 9-12 from another school district, Alternative Learning Center, or other recognized school.

Lafayette High School will transfer the course title, date earned, and the site from which the course is transferred to the student transcript. A score of "Pass" will be considered to be 80% and will be assigned a value of 2.0, a C average for GPA calculation purposes.

It is the responsibility of the incoming student to provide proof that a percentage greater than 80% was achieved. This proof must be in the form of printed correspondence, electronic communication (e-mail) or phone conversations between the counselors or principals of both the student's former school and Lafayette High School. Upon registration at Lafayette High School, the student will be advised of the policy. Letter grades are preferred for all coursework on transcripts requested from the student's former school. Lafayette High School will request Pass/Fail grades be converted to either a letter grade or percentage.

The following scale will be used **by the principal's office** to convert percentages or letter grades and calculate the GPA.

|           |     |
|-----------|-----|
| A: 94-100 | 4.0 |
| B: 87-93  | 3.0 |
| C: 80-86  | 2.0 |
| D: 75-79  | 1.0 |
| F: 0-74   | 0.0 |

### **7th & 8th REQUIREMENTS**

All 7th & 8th grade students will take the following courses each year: Math, Language Arts, Science, Social Studies, and Physical Education.

Throughout 7th & 8<sup>th</sup> grade all students will have Keyboarding 7, Industrial Tech. 7, Family and Consumer Science7, Computer 8, Art 8 and Industrial Tech 8.

### **LAFAYETTE JUNIOR/SENIOR HIGH SCHOOL** **SCHOLASTIC & ATTENDANCE ELIGIBILITY** **(MINNESOTA STATE HIGH SCHOOL LEAGUE)**

Lafayette Junior & Senior High School complies with all Minnesota State High School League rules and in some cases exceeds the Minnesota State High School League standards. This applies to all students participating in Minnesota State High School League sanctioned sports.

Eligibility for participation may be limited by academic standing, disciplinary matters and/or enrollment status. If you have any questions about eligibility for participation in any aspect of the educational program; contact the principal.

Students who participate in league-sponsored activities will receive a copy of the "Eligibility Information Bulletin" and should use it as a reference when determining what is acceptable and appropriate.

1. Participation in extra-class activities shall be governed by individual school regulations and by MN State High School League Rules & Regulations for activities under the leagues jurisdiction. Copies of the High School League Rules & Regulations signed by the parent/guardian and student must be on file with the Athletic Office prior to participating in school activities.

2. School Attendance Requirements

- A. A student must attend all his/her classes in order to participate in a scheduled contest on that same day. This would include being sick for any part of the school day in which a class/classes are missed. A pre-approved absence may be granted in the case of an emergency, and or a medical appointment has, or needs to be scheduled. Attending school functions and funeral attendance dismissal would also be included. In such cases the student must present to the principal/dean of students a signed statement from a doctor or parent regarding the absence. Students reporting to school after the first 15 minutes of 1<sup>st</sup> hour class will be considered absent and therefore ineligible for the remainder of the day. It is the student's responsibility to inform the coach that they were tardy or absent.
- B. Unexcused Absence or Truancy - Unexcused absence or truancy from school or class during the season (Example: Remaining home the morning following an event for purpose of rest is not an approved absence) will result in:
  - 1. First Offense: Suspension of one contest.
  - 2. Second Offense: Possible suspension the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater.

3. To be academically eligible, a student must be passing all courses as shown by grades at the mid-term and at the end of each quarter.

**ACADEMIC ELIGIBILITY FOR PARTICIPATION IN AN EXTRACURRICULAR ACTIVITY**

*NOTE: The ineligibility is applied for any quarterly or mid-term failure, even though a passing grade may be earned for a semester or a year.*

A student's eligibility status for extracurricular participation will be determined through academic requirements in addition to conduct rules and consequences outlined in the MSHSL handbook. The rules for academic eligibility are as follows:

- If a student has one "F" at the end of the grading period, that student will become ineligible for one week and/or one game, whichever is greater.
- If a student has two or more "F's" at the end of a grading period, that student will become ineligible for two weeks and/or one game for each "F", whichever is greater.
- In the event that no games or contests are scheduled during the period of academic ineligibility, that student will become ineligible for the next scheduled game(s) or contest(s).
- Students with one or more "Incompletes" at the end of the grading period will become ineligible to participate in games or contest until those incompletes have been made up. All incompletes turn into an "F" at the end of the two weeks after a grading period.
- At the end of the initial one and two week grace period, the student must be passing

all courses in order to participate in games or contests. If the student continues to be failing in one or more of their classes, they will become ineligible until the end of the next grading period, and so on.

- Students who become academically ineligible will be expected to practice with the team throughout that period of ineligibility.
- The most recent grading period will be used to determine academic eligibility, i.e. 4<sup>th</sup> quarter final grades affect fall academic eligibility.

Academic eligibility is determined at eight (8) times during the school year. Students and parents will be notified if there is an eligibility problem. Academic eligibility for fall activities begins on the 1<sup>st</sup> day of classes .

*NOTE: In the event a student enters a new quarter but no longer has the teacher or class in which the failure occurred; the time of ineligibility shall be 2 weeks only; no “release” is required. Students, who go out for a sport to satisfy the ineligibility, must remain out the entire season to satisfy the requirements. This includes being a member in good standing as interpreted by the coach of that sport.*

*NOTE: An activity continuing into the summer shall terminate when the “team” season ends.*

### **PHYSICAL EXAM AND PARENT’S PERMIT**

Every three (3) years any student who participates in high school interscholastic athletics must have on file in the school a record of a physical exam. This form is required at the beginning of the school year.

### **TRANSFER RULES**

Any student of any grade level who changes high schools must comply with the Minnesota State High School League transfer rules.

### **PENALTIES FOR THE USE OF MOOD ALTERING CHEMICALS**

1. **First Violation Penalty:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. **Second Violation Penalty:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) interscholastic contests or three (3) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. **Third and Subsequent Violation Penalty:** After confirmation of the third/subsequent violation, the student shall lose eligibility for the next twelve (12) interscholastic contests or four (4) weeks of a season in which the student is a participant, whichever is greater. If after the third or subsequent violations, the

student has been assessed to be chemically dependent and the student on his/her own volition becomes a participant in a chemical dependency or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. **Accumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. **Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

### CATEGORY II ACTIVITIES

Category II Activities are those league sponsored activities in which a member school does not have a schedule of interscholastic contests exclusive of league sponsored tournaments. Also included are all Lafayette High School sponsored activities (all school plays/Drama, Speech, Music, HERO, Student Council, VICA, NHS, SADD, Soccer Club, etc.).

### PENALTIES FOR THE USE OF MOOD ALTERING CHEMICALS FOR CATEGORY II FINE ARTS ACTIVITIES

1. **First Violation Penalty:** After confirmation of the first violation, the student shall lose eligibility for the next public appearance, clinic, contest, concert, or two (2) weeks of a season in which the student is a participant, whichever is greater. All activities will follow MSHSL rules. In addition, the rules pertaining to the specific organization shall apply.
2. **Second Violation Penalty:** After confirmation of the second violation, the student shall lose eligibility for the next three (3) consecutive public performances. All activities will follow MSHSL rules. In addition, the rules pertaining to the specific organization shall apply.
3. **Third and Subsequent Violation Penalty:**
  - A. After confirmation of the third/subsequent violation, the student shall lose eligibility for the next six (6) consecutive public performances.
  - B. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on his/her own volition becomes a participant in a chemical dependency or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. **Accumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. In addition, the parents/guardians of the student will be referred to the Red Lake County Social Services to request that a Rule 25 assessment be completed to determine if there are chemical dependency issues as that need to be addressed.

## **SPORTSMANSHIP AND GAME CONDUCT**

Lafayette High School students, coaches, staff, parents, and fans want their teams to win, but to win fairly and cleanly. We believe in the good sports code of conduct which is as follows for participants and spectators:

- ❖ Show respect for the National Anthem/Pledge of Allegiance/school songs.
- ❖ Show respect for opponents at all times.
- ❖ Accept the decisions of game officials.
- ❖ Avoid offensive gestures or language.
- ❖ Display modesty in victory and graciousness in defeat.
- ❖ Show respect for public property and equipment.
- ❖ Take part in cheers and applaud good performances.
- ❖ Work cooperatively with contest officials/supervisors to keep order.
- ❖ Refrain from negative comments about officials, coaches, or players.
- ❖ Stay off the playing area at all times.

## **STUDENT RECORDS POLICY**

The collection, security and dissemination of student records shall be in compliance with Minnesota State Law. (Chapter 479, Section 15.162 to 15.168) Any student and his/her parent or guardian shall have the right to examine, challenge, or request said student's permanent records upon written request.

1. For students under 18 years of age, the request must be signed by the parent or guardian.
2. Students over 18 may sign their own request.

All students enrolled in Lafayette High School will be required to follow the same policies as established for those under 18 years of age. MSA 120.06 states the following: "The Board of Education of any school district shall provide free education services to any person between the ages of 18 and 21 and may require that person to adhere to rules and regulations applicable to students under 18 years of age."

NOTE: In addition to educational agencies and the armed forces, the district will also share special education students' names and birthdates with the Department of Human Services for MA eligibility purposes.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended. 42U.S.C. ss 2000e. et seq. and Minnesota Statutes 363.01-.14, the Minnesota Human Rights Act. It is the policy of District 630 to maintain a learning and working environment that is free of sexual harassment. The school district prohibits any form of sexual harassment.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching of physical contact with another person;
4. Intentional brushing against another person's body (re-occurring);
5. Demanding sexual favors accompanied by implied overt promises of preferential treatment with regard to an individual's educational status;
6. Any sexually motivated unwelcome touching: (catching a person alone for a quick kiss or forced touching);
7. Repeated looks or comments regarding one's body;
8. Verbal sexual suggestions or jokes;
9. Innuendoes;
10. Constant leering;

Sexual harassment is not flirtation. Flirtation feels good; sexual harassment feels bad. Any sexual harassment as defined when perpetrated on any person in the district will be treated as sexual harassment under this policy. The feelings of the recipient will be considered.

### **REPORTING PROCEDURES FOR SEXUAL HARASSMENT**

Any employee or student who feels that he/she is being subjected to offensive remarks or conduct by another person associated with School District 630 should inform the person involved of the specific behavior found objectionable and request that it be stopped immediately. The statement of objection may be delivered through a third party. If the matter cannot be settled between the two parties, notify the Principal.

### **More Information on Board Policies**

For more information on these and other specific ISD #630 board policies, please refer to each of the following topics, as listed in the Red Lake Falls Public Schools ISD #630 Policy Manual (Table of Contents listed on the following pages). The Policy Manual can be viewed in entirety at the District Office, Lafayette High School or J. A. Hughes Elementary.

### **PROCESS TO ADDRESS PARENT CONCERNS**

From time to time our students or parents may have a concern or issue they wish to help solve. The following is the recommended step-by-step process for addressing such concerns:

Step 1: Make contact with the person employed by the district that is most involved with your concern (i.e.: If it is a concern about a class or action taken by a teacher, arrange to meet with that employee and seek information and a solution.)

Step 2: If you do not feel the issue is resolved, arrange to meet with the building Principal. If the building Principal was the person most involved in step one, step two could be to contact the school Superintendent.

AT this point, the concern will be put in writing and the administration will look into available facts and will respond back to the complainant as soon as possible.

Step 3: If you have gone through step one and step two and the issue is still a concern, you may request of the school Superintendent that the issue be taken before a committee of two school board members and the Superintendent. They will review the available data and respond to the parent on their decision.

Step 4: If after doing step 1-3 to solve the problem or resolve the concern and the complainant is still not satisfied, you should request of the Superintendent a place on the regular school board meeting agenda.

*Note: Often resolving a problem is knowing what happened and what decision was made and why. It does not necessarily mean changing decision.*

### **MAINTENANCE OF RECORDS**

The school district will maintain records of all issues, comments, and concerns about student achievement and system delivery of content standards as may assist the Commissioner or the Department of Education in upgrading or expending student requirements under the Profile of Learning. These records shall be submitted for audit at request of the Commissioner of the Department of Education for its review of Graduation Standards, opportunities, and requirements.

### **PATRON CONCERNS**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or ministers;
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the

- immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening (state law); and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under state law.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For survey and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided and opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is the list of specific activities and surveys covered under this requirement.

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

## **IN THE CASE OF A DECLARED EPIDEMIC/PANDEMIC**

### **I. PURPOSE**

Since we believe that it is in the best interest of our students and staff to be prepared for any potential outbreak of illness, the following will be district policy:

**II. GENERAL STATEMENT OF POLICY**

- A. That the District #630 administration and staff will work and consult with the Red Lake County Health Officials to be prepared for a pandemic.
- B. That any person who has a 100-degree or more temperature will be required to go home and stay home until the temperature falls below 100 degrees or as ordered by a medical doctor.
- C. District #630 will institute a K-12 education program for all students and will make available to parents the same written information.
- D. District #630 will provide necessary anti-bacterial cleaners and soaps for all employees to keep surfaces clean.
- E. District #630 will do a K-12 survey of all students or households to be fully informed about internet access of all of our students and patrons in order to be able to offer home schooling for those who are ill or for all students, should it become necessary to close schools for periods of time.
- F. It shall be the policy of District#630 to close school due to illness upon the recommendation of the district administration in consultation with health officials.