2026-2027

Lafayette High School Student Handbook

404 Champagne Ave. SW
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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
District Office	253-2139	District Office Fax	253-2135

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Mrs. Kris Kennett	P.E./Health/Weight Room Supervisor
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Mr. Trevor Page	Industrial Tech/CAD
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Ms. Andrea Remick	History
Mr. Seth Schmitz	Science/Activities Director/Multi Media
Mrs. Amanda Swendra	Special Education
Mrs. Jennifer Wieland	Choir
Ms. Morgan (Williams) Kotrba	Home Ec./Synergistic/Annual
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Mrs. Kathy LaPlante	Assistant Cook
Mrs. Megan Olsen	Paraprofessional
Mrs. Renae Philipp	Paraprofessional
Mrs. Madonna Riendeau	Assistant Cook
Ms. Margaret Toulouse	Assistant Cook
Mrs. Judy Violette	Assistant Cook

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.

(For more information on these and other specific I.S.D. #630 board policies, please refer to the I.S.D. #630 Policy Manual. The Policy Manual can be viewed in its entirety at the District Office, J. A. Hughes Elementary or Lafayette High School.)

WELCOME TO LAFAYETTE HIGH SCHOOL AND THE 2026-2027 SCHOOL YEAR!!!

This handbook and its contents were approved by the school board at its regular **July 17, 2026** 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. Students may be videotaped or recorded for educational purposes. Student pictures and videos may be posted to district or school staff social media accounts such as Facebook or Twitter, etc.

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 in writing 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

8:02 - First bell
8:05 - 8:51 - 1st. Hour
8:54 - 9:40 - 2nd. Hour
9:43 – 10:29 - 3rd. Hour
10:32 – 11:18 - 4th. Hour
(11:21 –11:45 – 1st. Lunch)
(12:10-12:34 – 2nd. Lunch)
11:45 – 12:34 – Jr. High, 5th Hour
11:21 – 12:10 Sr. High 5th Hour
12:37 – 1:23 – 6th. Hour
1:26 – 2:12 – 7th Hour
2:15 – 2:50 Home Room **2:50 – Dismissal**

The school building is open to students between 7:30 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 must bring books and necessary materials for work on assignments/course material. Study halls will be in the media center unless otherwise posted. Students may choose 1 hour per day for either of the following (Study Hall, Teacher/Office Aide, Online course work). Any adaptations will be at the discretion of the principal.

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.

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 spaghetti straps type tops.
5. No pajama outfits or lounging slippers.
6. No short-shorts.
7. Students must wear shoes or sandals during school hours.
8. Underwear is not for public view.
9. Hats and hoods are not to be worn during the school day, from arrival to dismissal.
10. Stressed jeans can be worn but openings cannot be exposing underwear or parts of the body meant to be covered.
11. Bandanas

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 will be required to change clothes before resuming the school day.

ELECTRONIC DEVICES/PERSONAL SOUND SYSTEMS

Electronic Devices/Personal Sound Systems (laptop, kindles, nooks,
I-pods, MP3 etc.) are not allowed in the classrooms or study halls without specific permission from the Principal.

Cell Phones and other Personal Electronic Devices

Personal Electronic Devices: Examples include Cell Phones, I-pods, I-pads, Air pods, Headphones, Ear Buds, Smart Watches etc.

Students are prohibited from using personal electronic devices on school grounds during instructional time (8:05 a.m. – 2:50 p.m.) If a student violates the personal electronic device policy during class, this includes during study hall, TAMP room or in library/media center, or the device disrupts class, the student will be required to hand over the device to the requesting staff member. Upon entering each class students will place personal electronic devices/cell phones in a designated holding place. (Basket or Box).

** The only exceptions to this rule are that students will be allowed to use their devices during passing time and their designated lunchtime.
**Students needing cell phones for medical purposed will be given pre-approval by administration. Students who are given pre-approval will be limited to using the device for medical purposes only.

Progressive Discipline for violating this policy, is outlined below:

First Offense- Staff member confiscates the device until the end of the hour.
Second Offense- Staff member confiscates the device and the device is delivered to the principal's office. Student will be able to pick up the device at the end of the day
Third Offense- Staff member confiscates the device and the device is delivered to the principal's office. Parents/Guardians will be contacted and student will be able to pick up the device at the end of the day.
Fourth Offense- The same procedure will be followed as offense number three; however, after a student has received a 4th offense, they will be required to check the device in at the principal's office before school starts each day. This arrangement will be in place until administration deems it is no longer necessary.

Red Lake Falls does not allow recording of students or staff on any school property without permission from all parties being recorded. Any phone or other device capable of taking pictures is not to be used in locker rooms or bathrooms at any time. Violation of this policy will result in discipline as deemed appropriate by administration.

PROHIBITED ITEMS

The following are examples of items/activities that are prohibited during school hours in the school

building:

Card playing	Sunflower seeds
Roller blades	Pagers
Laser Pointers	Gambling

ACADEMIC DISHONESTY
(Cheating, Plagiarism, and Copyright infringement)

ISD #630 expects all students to demonstrate their own skills, learning, and knowledge. Academic dishonesty is defined as an act that gives a student(s) an unfair advantage; is an inaccurate representation of work or misrepresents a student's learning.
Any student found to have committed academic dishonesty is subject to the progressive discipline guidelines, up to and including, loss of credit.
A few examples of academic dishonesty:

- Pretending that another person's work is your own (hand copying, photographing, sharing and changing name/title, printing an extra copy)
- Knowingly allowing another student to copy your work
- Falsifying data or information
- Being dishonest in order to gain an advantage

The above list is not intended to be all-inclusive and other forms of academic dishonesty not included will be addressed as necessary.

YEARBOOK PICTURES

Senior portraits for the yearbook. We will only accept head to mid torso photo's. This photo also must be of the senior alone, no props, pets, etc.

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.

Students may not park in the staff lot during school hours unless you are a Student of the Month for that month.

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

SCHOOL BUS REGULATIONS

Transportation

- Students should have a primary pick-up/drop off stop.
- Emergency/special circumstance drop off requests will be reviewed and acted on at the discretion of administration.
- Bus passes for birthday parties will not be permitted.

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. Any exceptions to the above policy must be approved by administration.

HOT LUNCH PROGRAM

1. There will be no cost for breakfast and lunch for students this year. This does not include extra milk, juice, or entrees.
2. Students also have use of a meal account. When the balance reaches zero, a student may charge no more $20.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further ala carte items until the negative balance is paid. Payment may be made at either school office.
3. Families will be notified of their negative balance either by email, a letter home or notification from the JMC Parent Portal after setting up auto notifications.

Lunch Periods

1st Lunch: A closed lunch period will be in effect for 7th -9th 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 7-9th 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: 10th graders also have a closed lunch period (see above). Students in 11th and 12th grade have an open noon hour. 11th grade students may leave the building but do not have driving

privileges. Seniors have driving privileges at lunch hour provided the parent permission slip is on file in the office. The “Student Driving Rule” will be strictly enforced. Each student has a 30-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.

PERSONAL POSSESSIONS, 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.

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student’s Person

The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

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

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. Students who have detention to serve will appear on a list in the office posted each Friday. Students on the list must serve there detention one of the four days (Monday thru Thursday) the next week or the penalty doubles. If a student is late he or she will be counted as absent. 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.

At the administrations discretion alternate detention times may be assigned.

Failure to serve detention can lead to additional consequences including administrations option to remove students from non-classroom activities during the school day.

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, vaping devices 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
appropriate restorative justice solutions

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

DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the Superintendent or the superintendent's designee. The complaint must be submitted in writing and dated by the person making the complaint.

A Discipline Complaint form is on the District website and available in administration offices. The process is initiated by filling in the form and submitting the form to the superintendent of schools.

1. Upon receipt of the complaint, district representatives will investigate the complaint. The investigation will commence within three school days of receipt of the complaint. The Superintendent will direct the investigation. The District may use outside counsel as it sees fit. The superintendent may designate staff responsible for any aspect of the process.

2. Upon completion of the investigation, written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.

3. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Superintendent will require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.

4. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.

BULLYING PROHIBITION POLICY

I. PURPOSE

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

to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district

shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. ”Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

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

I. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent or guardian of students who are targets of bullying or other prohibited conduct and the parent or guardian of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

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

recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

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

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.

C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.

D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.

E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

H. The school district designates [insert name of staff member] as the primary contact person in the school building to receive reports of prohibited conduct

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

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, VAPING, ALCOHOL AND DRUG POLICY

A student of Lafayette High School, regardless of age, shall not consume, be under the influence, or have in possession, tobacco, vaping devices, 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.

Alcohol/ Drugs

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 may be suspended from school. Other disciplinary measures, as set forth in the school's discipline policy may be taken at the discretion of the principal.

Tobacco and Vaping

Use or possession of tobacco on restricted school premises or at a function under the sponsorship of the school (includes both smoking, chewing tobacco, e-cigarettes and vaping.)
Consequences - 2 days of ISS for possession/use - Increased for 2nd and subsequent offenses. Also have students' complete Vape Awareness program through Google Classroom. Student needs to complete before getting out of ISS.

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, FIRE EQUIPMENT, EMERGENCY EQUIPMENT, CAMERA 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 17th 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 **8:05 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 of each semester for a student will be considered warnings. Starting with the third tardy each semester, a detention period will be assessed. With each following tardy, a detention period will be assessed on a one for one basis. At semester change over students must serve any previous detentions they were issued. 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 may have no "F's" in any class
- 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 7th and 8th grades. If the credit recovery is approved by the administration, the 7th or 8th grade student may be allowed to advance to the next grade level. All retention decisions will be at the discretion of the principal.

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. Any course substitutions must be approved by administration.

DISTANCE LEARNING

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.
The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons.
Participation in "distance learning" is subject to all district policies and rules.
Distance Learning content is for educational purposes only. By accessing Distance Learning material, I agree not to share the content with anyone not enrolled in the class or assisting an enrolled student. Unauthorized

distribution of any distance learning content, including sharing video recordings or screenshots on the internet or social media, is strictly prohibited and could result in disciplinary action and/or the suspension of a student's access to certain distance learning materials.

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,

- Intentional accessing, sending, receiving or displaying offensive or inappropriate messages for 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
- Nudification: Prohibits websites, applications, and software from allowing users to access or use "nudification" technology- tools that use artificial intelligence to generate realistic fake intimate images of real, identifiable individuals. School districts operate websites and provide staff and students access to a wide range of applications and software; be mindful this prohibition extends to anyone using district-provided technology. Violations will result in loss of access. Disciplinary action will be determined at the building level in line with existing policies. Reference MSBA Policy 524

Red Lake Falls District
Device and Internet/Network Use Agreement

Both parent/guardian and student must read and sign this form and return it to school prior to being issued a device and having internet/network access.

Parent/Guardian:

- I agree to monitor my student's internet usage outside of school.
- I understand that using the school-provided device and google account for non-educational purposes is considered unacceptable use and will result in a loss of privileges.
- I understand that a $60 dollar device protection plan fee will be charged to students in K, 3rd, 7th and 10th grade. Those who qualify for Free and Reduced Program will pay $30.

Student:

- I will not leave my school issued device unattended or loan it out to other people.
- I will bring the device to school each day, fully charged.
- I will keep food and beverages away from the device and carry it in the protective case provided to prevent damaging it.
- I will not disassemble any part of the device or attempt any repairs.
- I will not damage or tamper with computer files, network files, cords, cables, printers, etc.
- I will not download unauthorized material/files onto the school's computers.
- I will not violate copywrite laws and/or plagiarism laws.
- I will not trespass into another person's account, files and/or device.
- I will report any damages, technical issues or potential theft of my device to the school immediately.
- I am aware that I am responsible for all damage or loss caused by neglect or abuse.
- I will not intentionally access, send, receive or display offensive or inappropriate messages and/or images.
- I understand that using the school provided device and google account for non-educational purposes is considered unacceptable use and will result in a loss of privileges.
- I will follow the policies and procedures outlined in the Student Device Handbook and the Acceptable Use Policy.

- I understand that the device is subject to inspection at any time without notice by school officials and/or law enforcement and remains the property of Red Lake Falls Public Schools.
- I agree to return the device, AC adaptor and protective case in good working condition to the school at the date expected at the end of the school year.
    - Students who withdraw, transfer, are expelled or terminate enrollment for any reason must return the device on the last day of their enrollment.

I have read and understand the school districts policies and guidelines in the Red Lake Falls Schools Student Device Handbook and the Device and Internet/Network Use Agreement. I understand my responsibility and agree to all stipulation set forth. I further understand that should I commit any violation, my technology privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. The school district has taken precautions to eliminate controversial material. However, I recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the internet. I also understand that the district is to be held harmless for any activity conducted with the device outside of school.

Student: I, _____, have read this policy and agree to abide by the terms.

Student Signature: _____ Date: _____

Parent: I, _____, have read this policy and discussed it with my son/daughter and grant permission for him/her to use the technology provided by the school.

Parent Signature: _____ Date: _____

For Office Use Only: (Fee's to be collected in K, 3rd, 7th and 10th grade)

Fee Amount Collected: $30 $60
Collected On: _____ Collected By: _____

CREDIT RECOVERY/ALTERNATIVE LEARNING CENTER (ALC) /INDEPENDENT STUDY

Students choosing to take courses for credit outside of ISD #630 must have prior approval from administration before registering. Upon approval and completion of courses administration will transfer the outside credits obtained to the students ISD #630 transcripts.

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 1st and are due by April 30th. 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 ¼ credit upon completion.

HOMEWORK

To accomplish your academic goals it takes time, organization, and effort. It is essential that students consistently arrange their schedules to meet academic needs. 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 student's 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.

INDUSTRIAL TECH ELECTIVE COURSES

In order to be eligible to retake Industrial Tech Elective Courses, Students must maintain a grade level of B or higher in each of the 4 quarters of the prior class. Example: A Student who takes woodworking as a sophomore and wishes to take woodworking again their Junior Year, this student will have needed to maintained a B or higher in each of the 4 quarters of participation sophomore year.

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.

IMMUNIZATIONS

HEPATITIS B IMMUNIZATION

All seventh graders are required to have 3 shots or started the Hepatitis B Series of 3 shots (Some institutions give a series of two adult shots instead of 3), as well as the Tdap & Meningococcal shot prior to attending District 630 schools. Immunizations must be current before entering 7th grade.
All seniors are required to be up to date on their 2nd meningococcal immunization before the start of their senior year.

SCHOOL DANCES

(Homecoming and all other school dances with the exception of Prom.)
Regulations, site and time frames will be decided by administration.
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 4th 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.
Prom proposals or invites need to be done during non-school hours.
All other high school dance regulations and time frames will be decided by administration.

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. Payment for damage of Physical Education equipment due to misuse.
8. Band instrument rental and repair fees. (this would include costs to repair or replace damaged and/or lost instruments.)
9. There will be two device/technology fees of $40.00 each that will be paid in 7th grade and then again in 10th grade. Free and reduced students will pay $20.00.

DEPARTMENT OF EDUCATION

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20<u>22</u> to 20<u>23</u> school year.)

DEPARTMENT OF EDUCATION

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____/____/_____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐ MCA/MTAS Reading ☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics ☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th, and 12th grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some course are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. 11th and 12th grade students may take PSEO courses on a full or part-time basis; 10th graders may take one career/technical PSEO course. There is no charge to PSEO students for tuition, books or fees for items that are required to participate in the course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year.

Any students in grades 10, 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 sophomore, junior or senior 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 have an overall GPA of 3.5 or higher.
- You have met all credit requirements in grades 9, 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 1st 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:

- 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).
  - ❖ Independent Living or a pre-approved equivalent 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. Any credit recovery and/or PSEO credits substituted in for a required class below must be prior approved by administration.
Senior class status and privileges are determined by credit accumulation when entering a new school year.17 credits or more is required to be considered a member of the senior class. 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.

Language Arts	4 Credits
Science	3 Credits (Physical Earth, Biology & Chemistry)
Math	3 Credits (Int. Algebra, Geometry, Advanced Algebra)
Social Studies	4.5 Credits (1 credit- U.S History, 1 credit- World History, 1 credit- World Geography,.5 U.S Government, .5 Economics, .5 Independent Living/Personal Finance)

Note: Locally, we require all seniors to take ½ year of U.S Government and ½ year of Independent Living

Physical Education	1 Credit (.5- 9th & .5- 10th)
Health	1 Credit (.5-9th & .5- 10th)
Careers 9	.5 Credit (9th)
Arts	1 Credit (.5- Art 9 & .5- Music)
	Total: 18

(1 credit may be from earned for preapproved community service volunteer projects.

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 3rd 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 1st, those two students will speak.
At the end of the first semester, the administration 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 administration to explore ways for the student to obtain the missing credits. At the end of the 3rd quarter, the administration 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 administration 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 administration for an exception to participate in the graduation ceremonies. Each situation would be reviewed by the administration for a final decision.

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

MINNESOTA ACADEMIC STANDARDS

Rigorous academic standards were passed by the legislature in the spring of 2003. A standard is a summary description of what students should know or be able to do within a particular discipline. Copies of the standards are available in the office or visit the Minnesota Department of Education Website at http://education.state.mn.us. The new standards are very specific and cover the content areas in Language Arts (reading, writing & listening), math, the arts, science and social studies. The standards are broken down into strands and sub strands. The K-2 standards are to be mastered by the end of second grade. Minnesota Comprehensive Assessments in math, reading and science are given to 7th thru 11th graders. Parents, you have a vital role and responsibly in helping your children achieve these required standards. Our school is graded on Student Achievement.

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 & 8th grade all students will have Keyboarding, Industrial Tech., Family and Consumer Science, Computer, Art and Industrial Tech.

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 1st 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.

4. 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 or one game, whichever is greater.
  ** Each additional F carries one more week and game whichever is greater re: 2 F's= 2 weeks and 2 games. 3 F's = 3 weeks and 3 games.

- 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).

- The ineligibility penalty for Fine Arts students is 1 MSHSL sponsored contest and/or performance for each "F" accumulated during a grading period.
  (Due to registration deadlines for MSHSL sponsored Fine Arts events administration will use discretion as to when the Fine Arts ineligibility check dates will need to be altered in comparison to the regular scheduled 8 dates).

- 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 penalty 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 remain ineligible until they reach passing status.

- 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. 4th 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.

** **Procedure for becoming eligible again during the school year:** If ineligible, once the student has a passing grade, student must come to the office to get the RLF eligibility document. This needs to be signed by the teacher of record and the high school principal. The principal at that point will determine eligibility and contact the A.D., and head coach.

NOTE: In the event a student no longer has the teacher or class in which the failure occurred (end of the semester); the time of ineligibility shall be 1 week or 1 game whichever is greater. 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.

Academic Eligibility for OCIHS Students in an Extra-Curricular Activity: Because OCIHS students’ classes end at semester time in December and in May, there is no time to get a grade passing. If an OCIHS student has a failing grade at semester, the student is ineligible for 1 week or 1 game, whichever is greater.

MSHSL BYLAW 206.00: GOOD STANDING AND GENERAL ELIGIBILTY REQUIREMENTS

1. **Good Standing**

In order to be eligible for regular season and League tournament competition a student must be in good standing.

Definition: The term “Good Standing” shall mean that the student is eligible under all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

2. **Student Code of Responsibilities**

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities.

A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

B. I will be fully responsible for my own actions and the consequences of my actions.
C. I will respect the rights and property of others.
D. I will respect and obey the rules of my school and the laws of my community, state and country.
E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Students who are able to accept responsibility, display proper behavior, show self-respect and respect for others will be considered a STUDENT IN GOOD STANDING. A "student in good standing" maintains passing grades, class membership, respects and obeys the rules of the school and the laws of the community, state and country. A student who loses their status shall be excluded from participation in extracurricular activities as well as attending other school activities that take place outside of the school day.

Students who violate school policy or rules are subject to discipline outlined via the MSHSL regulations and the high school discipline policy. Those students may be banned from attending and participating in school-related activities such as evening athletic events, Homecoming, Snow-fest or Prom or other privileges as examples. Returning to a "good standing" status requires completion of any disciplinary consequences and/or a conference with the high school principal.

If a student and/or parent wishes to appeal, the first would make an appearance and file an appeal before the Building Principal. A decision on the appeal would be made within 48 hours. The 2nd level and 3rd level in the appeal process would be the Superintendent, then the Board of Education.

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. At any time during the calendar year, a student shall not, regardless of the quantity:
   A. use or consume, have in possession a beverage containing alcohol;
   B. use or consume, have in possession tobacco; or,
   C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
   D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
   E. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are

not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any other substances addressed by Minnesota or Federal Law.

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.

SUICIDE PREVENTION INFORMATION; IDENTIFICATION CARDS.

A school district or charter school that issues an identification card to students in middle school, junior high, or high school must provide contact information for the 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text line, and the county mobile crisis services. **The contact information must also be included in the school's student handbook and the student planner if a student planner is custom**

printed by the school for distribution to students in grades 6 through 12. A nonpublic school is encouraged to issue student identification cards consistent with this paragraph.

Emergency Suicide Phone Numbers: MN Suicide Prevention 1-800-422-0045, Crisis Text line: Text HOME to 741741, or RLC mental health crisis response number: 1-800-282-5005.

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 if 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 an 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 EPEDEMIC/PANDEMIC

I. 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.