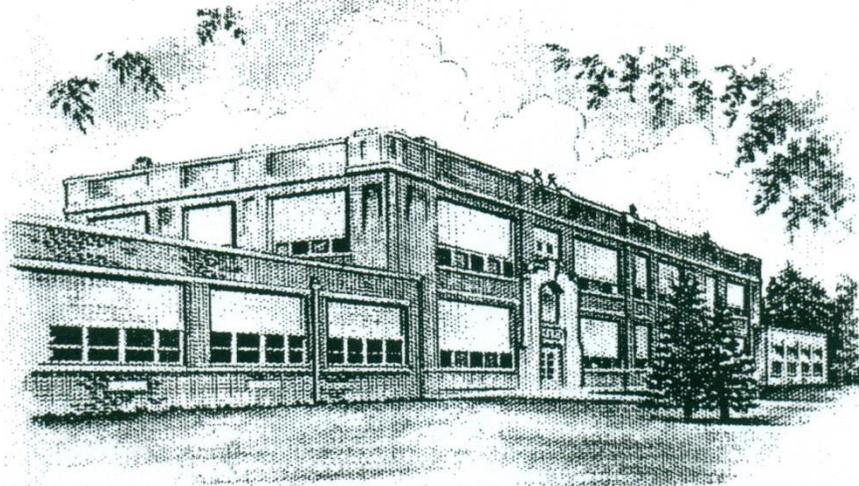


# **CAMPBELL-TINTAH SCHOOLS**

## **PARENT/STUDENT HANDBOOK**



**2021 – 2022**

“In accordance with federal law and U.S. Department of Education policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.”

To file a complaint, write U.S. Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago IL 60661. Tel 312-730-1560. Fax 312-730-1576. TDD 312-730-1609. USDE and ISD #0852 are equal opportunity providers and employers.

# PARENT/STUDENT HANDBOOK

## Table of Contents

<u>Description</u>	<u>Page</u>
Table of Contents; Instructional Goal	2
Campbell-Tintah Staff & Board Members	3
Letter of Introduction; Philosophy & Policies for Our School; SpEd Public Service Announcement	4
School Day Schedule; Grade Placement; Schedule Changes; Graduation Requirements	5
Student Marking; Late Work Guidelines; Honors; Academic Lettering	6
Progress Reports; Restricted/Ineligible List; Study Periods	7
Statement of Philosophy on Conduct and Discipline	8
Student Rights/Responsibilities; Rules of Conduct	8
Attendance Issues; Dress Code; Disrespectful Language; Disruptive Acts; Distribution;	9
Falsifying Records; Harassment; Incendiary Use; Possession	9
Scholastic Dishonesty; Social Relations; Terroristic Acts; Violations; Vulgar Language	10
Other Acts; Disciplinary Consequences	10
Digital Devices; Removal of Students from Class; Dismissal	11
Students with Disabilities; Notification and Distribution Policy; Student Discipline Records	12
Nine Week Rule	12
Before and After School Program; Detention; School Day Policies; Attendance	13
Attendance Requirements; Excessive Absenteeism, Truancy; Tardiness; Storm Policy	14
Physical Education and Health	15
Conduct; Fire/Tornado Procedures; Conduct at Bus Stops; School Bus Policy	15
Elementary Conduct; Conduct in Classroom; Rules in the building; Recess	16
Rules of Conduct during Athletic Contests or Concerts; Meals	17
Non-Academic Student Activities & Concerns; Accidents or Illness; Activities; Fees	18
Animals in Schools; Athletics; Fan Bus Respect of Property; Class Advisors	18
Class Meeting Rooms; Class Elections; C-T Student Council	19
Coronation; Clubs; Driving; Emergency Drills; Gym; Lavatories	19
Library; Lockers; Lost & Found; Medication Policy; Noon Lunch Break	20
Notes from School; P-T Conferences	20
Personal Property; Pledge of Allegiance; School Parties; Senior Privileges; Sick Room; Telephone	21
Transportation; Chemical Dependency Use/Abuse & Prevention	21
Rules Governing Eligibility for Tri-State Sports Coop.	22
Religious or Harassment/Violence Statement	23
Parent/Guardian Guide and Refusal for Student Participate in Statewide Testing	24

### INSTRUCTIONAL GOALS OF CAMPBELL-TINTAH SCHOOLS

To provide an instructional program that enables each student to be successful each day.

To assist students in developing an ever increasing responsibility for their own learning.

To teach students to utilize information to discover and to solve problems.

To stimulate and encourage creativity and recognize individual differences.

To develop positive self-images in our students as well as respect for others.

## CAMPBELL-TINTAH STAFF

### Administration

Superintendent	Kyle J. Edgerton	Administrative Assistant	Steph Pausch
Business Manager	Dawn Anderson	Bookkeeper	Diane Haugrud

### Custodial/Transportation

Facilities Manager/Transport. Dir.		Bus Driver	Cody Steffens
Custodial	Joette Davison	Bus Driver	
Custodial	Lindy Mann	Bus Driver	Connie Cusey

### Paraprofessionals

Pre-school Paraprofessional	Jessica Steffens	Special Education Para	Lonnie Morgan
Student Health Asst/Office Para	Tammy Harthun	Special Education Para	Connie Cusey
		Special Education Para	Darcy Jorgensen

### Kitchen

Head Cook	Connie Deal	Assistant Cook	Sariah Nisonger
-----------	-------------	----------------	-----------------

### High School/Elementary Faculty

School Counselor	Ashley Michael
Phy. Ed./Health/Athletic Director	Casey Lipp
Music/Band/Choir	Nickolas Bodin

### Elementary Faculty

Title	Ruth Edgerton	2 <sup>nd</sup> Grade	Jodeen Kramer
Preschool	Jamie Bladow	3 <sup>rd</sup> & 4 <sup>th</sup> Grades	Laura Jasken
Kindergarten	Desiree Kleindl	5 <sup>th</sup> & 6 <sup>th</sup> Grades	Kelsey Nordick
1 <sup>st</sup> Grade	Amanda Harig		

### High School Faculty

Math	Jonathan McIntire	Science	Roy Mayeda
Social Studies	Wesley Jepsen	Language Arts	Lynette Schwagerl
Business Education/STEM	Richard Osman	Art	Joseph Bailey

### Special Education/Speech/Language

Special Education	Annie Punt	Speech/Language	Lynn Martini
Special Education	Kathy VanVoorhis		

### School Board Members

Chairperson	Paul Viger	Treasurer	Ross Ellingson
Vice-Chairperson	Craig Carter	Director	Darin Raguse
Clerk	Tim Goettle	Director	Randy Rittenour

Dear Students:

Welcome to the 2021-2022 School Year. I hope you had a wonderful summer filled with quality time with your family and friends.

The start of the school year is filled with much excitement as you meet new teachers, make new friends and learn many new things. As a Campbell-Tintah student you are experiencing quality education from a staff of truly dedicated teachers. I encourage you to share in the excitement of learning with your teachers and fellow students this year.

I want you to realize the value of your education and the endless opportunities it will provide you. On behalf of the Campbell-Tintah School District, I wish you a productive and successful school Year.

Respectfully yours,

*Kyle J. Edgerton*

Superintendent

Campbell-Tintah Schools

### **PHILOSOPHY & POLICIES FOR OUR SCHOOL**

1. The pupil is the focal point of the school program. It is the purpose of the school to furnish the proper environment for the child to grow into a complete personality. The learning problems of the child are intimately tied up with his physical, social and mental, and environmental needs. In order to achieve an integrated personality, it must provide an experimental school program, which takes into consideration the child's health, social growth, character development, and academic proficiency, training in motor skills, and appreciation of the fine arts.
2. The psychology of the child indicates a quality of nature. He is an individual and a social being. In a democracy, education recognized both, that is his mindedness as well as his different mindedness. The child's personality is a result of these two factors.
3. While the class of necessity is the unit of instruction, yet the individual needs of the pupil must be met through individual instruction wherever possible.
4. The teacher is an important part of the school program. The teacher should recognize the fact that his attitudes, behavior, philosophy of life, knowledge, understanding and guidance have a potent effect in molding child nature.
5. Teaching is a matter of directing rather than hearing lessons. It is important that definite objectives be set up for each lesson. The class should provide ample opportunity for group thinking and planning the use of many sources of information aids in making the concepts more meaningful to the learner. Thinking rather than memorizing is the modus operandi of the modern school.
6. The school represents only one of the educative forces in the community. Cooperation between the home, church, and the school is important in the development of a well-rounded child's personality.

**Three Policies:** Chemical Use/Abuse; School District Discipline; and Sexual, Religious, or Racial Harassment/Violence – must by law be addressed in the student handbook and discussed with students in an age appropriate manner. District 0852 has comprehensive policies on file addressing these three topics, which are available upon request. However, the handbook will contain explanations of the policies and procedures for students' understanding and use of the policies.

### **SPECIAL EDUCATION PUBLIC SERVICE ANNOUNCEMENT**

The primary purpose of the Fergus Falls Area Special Education Cooperative is to provide a free, appropriate, and comprehensive education for all students with disabilities, ages 0-21. If you are aware of any child that may be in need of special education services, parents/guardians may contact their local school district principal and/or the director of special education to consider possible evaluation to determine their needs for special education. For more specific information, contact the Director of Special Education, 518 Friberg Road, Fergus Falls, MN, 56537, or call 218-998-0935, extension 1004.

## SCHOOL DAY SCHEDULE

7:55	Bell to admit non-bus students into building
8:15	School begins
2:57	School dismissed

Students may not arrive in the building prior to 7:00 a.m. (unless a scheduled practice). High School Before School Homework Assistance Program begins at 7:00 AM. If your child(ren) are not attending an early practice or the Before School Program, please do not let your child(ren) arrive to school before 7:55. Students attending the HS Before School Program must sign in at the office upon arrival. Teachers are using this time to prepare for the day and supervision duties interfere with that preparation. If students do arrive prior to 7:55, they will be directed to the cafeteria until 7:55 (when the first bell rings). Classes begin at 8:15 and high school lunch is at 12:11 with final dismissal at 2:57.

GRADES 7-12			
Pride Time		8:15 - 8:21	
Period 1	8:24 – 9:07	VoTech Kids	Leave for lunch @ 11:50
Period 2	9:10 – 9:53	High School Lunch	12:11 – 12:41
Period 3	9:56 – 10:39	Period 6	12:41 – 1:24
Period 4	10:42 – 11:25	Period 7	1:27 – 2:10
Period 5	11:28 – 12:11	Period 8	2:13 – 2:57

## GRADE PLACEMENT, SCHEDULE CHANGES, GRADUATION REQUIREMENTS, STUDENT MARKING, HONORS

### GRADE PLACEMENT

Students will be placed in Grades 9-12 at the beginning of the school year according to credits remaining for graduation. Students will need to earn a total of 27 credits to graduate. The number of credits remaining to graduate required is:

Freshman	twenty-seven (27) or fewer credits remaining
Sophomore	twenty-one (21) or fewer credits remaining
Junior	fourteen (14) or fewer credits remaining
Senior	seven (7) or fewer credits remaining

### SCHEDULE CHANGES

1. All schedule changes must be approved by the principal or counselor
2. All students have 10 school days to withdraw from a course with signed permission. Once 10 days has passed, a student must remain in that course until semester break, unless authorized under special circumstances by administration.

### GRADUATION REQUIREMENTS

Maximizing a total of 27 high school credits are required for students 9-12.

- Four credits in English including English I, English II, English III, and English IV.
- Four credits in Social Studies.
- Three credits in Laboratory Science.
- Three credits in Mathematics.
- One credit in Physical Education.
- One credit in Health Education.
- One credit in Fine Arts.
- 10 Elective credits to complete the 27 units required for graduation.

Students who do not meet the requirements for graduation will not be allowed to participate in Commencement Exercises. Students transferring to CTHS will be required to complete all required credits for CTHS graduation. Students must complete the minimum required course credits as set by the state to graduate.

## MARKING SYSTEM AND REPORT CARDS

The school year is divided into four nine-week periods. A letter grade shall be given for each class at the end of each period, with a final letter grade at the end of each semester. Both letters and numbers are used in marking pupil progress. Only letter grades are used on report cards and on the permanent record cards. The letter grades indicate the following numerical ranges and the corresponding points for the particular letter grade. Teachers may modify these ranges slightly, but generally the above guideline will be applied. A grade of "I" indicates incomplete work.

A=94-100      B=88-93      C=80-87      D=70.5-79      F= 70.4 & below

## LATE WORK GUIDELINES Grades 7-12

Homework is a necessary piece of the high school experience. Parents need to assist their student in making certain that homework is taken seriously and completed. Homework is not an option!

Each assignment/assessment/project includes both a *due date* for the work and a *deadline* date that the schoolwork can be handed in for credit. To be eligible to earn full credit on an assignment, students must turn in their assigned schoolwork when the teacher asks for it...the *due date*. Any work turned in after the *due date* will be given a late penalty. The penalty for a late assignment is a daily reduction in points (a letter grade) that can be earned for that assignment. For example, the *due date*, Day 1: full credit, A 100%, Day 2: B 93%, Day 3: C 87%, Day 4: D 79%, Day 5: F 70% the *deadline* date. When work is not handed in by the *due date* the abbreviation MI (Missing) or 0 is given to that assignment; if no assignment is handed in by the *deadline* zero credit is given.

Students on an IEP (Individual Education Plan) or a 504 Plan will follow their plan's guidelines.

Students with an excused absence can have up to 2 days for each day absent to turn work in for full credit; after that time allotment has passed the student will follow the Late Work Guidelines.

An exception to the excused absence guideline is given in cases of planned trips or vacations. Schoolwork assignments in these circumstances should be completed and handed into teachers prior to the student leaving for the said vacation or trip. If not, the student will follow the Late Work Guidelines upon return.

Allowances will be made for students in cases of long-term illness or injury.

Missing work may be completed for partial credit at the discretion of the classroom teacher.

## QUARTERLY HONOR ROLLS

Letter grades issued on report cards for quarter grades will be assigned the following numerical values:

A+ = 4.00	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = .67
	F = 0.00	

- **D's, F's and Incompletes** automatically disqualify one from the honor roll.
- The **A Honor Roll** student must have an average of 3.67 or better.
- The **B Honor Roll** student must have an average of 3.00 to 3.66.

Band, choir, physical education, and health will count in honor roll calculations. Students who have been on the **A** or **B** Honor Rolls 3 out of the 4 quarters will receive certificates of scholastic achievement. Students must inform the office of mistakes prior to the list's going to the newspaper. Lists are posted for two days before being sent to the paper.

## ACADEMIC LETTERING

Students in grades 9 – 12, who have maintained a 3.25 GPA for the school year, will earn academic letters.

## **PROGRESS REPORTS**

Elementary grades will have progress reports each quarter at the 4-1/2 week point. Grades 7-12 will have weekly (Thursday-Wednesday) progress reports via the restricted/ineligible list that will be updated each Wednesday morning. Student work must be turned in by noon on Tuesday. Teachers will have to notify the office no later than 8:00 a.m. Wednesday of student's status regarding the restricted/ineligible list. Parents will be notified by mail if their students are on the restricted/ineligible list.

## **RESTRICTED/INELIGIBLE LIST**

Students receiving failing or incomplete grades will be restricted until work is satisfactory. A student may be removed from the restricted list only by the faculty member that placed him/her on it. This procedure will involve the faculty member informing the office of the student's removal from the restricted list. The restricted list will be automatically updated on Wednesday, effective Thursday through Wednesday. Students must be making satisfactory progress towards the school's requirements for graduation and will not be on the ineligible list (posted Wednesday p.m., effective Thursday – Wednesday) for district or state/region contests.

Students must have work in to teacher no later than noon Tuesdays. Teachers must have restricted/ineligible list info into the office no later than 8:00am Wednesday mornings.

Restricted Status results from unacceptable quality, test performance, or incomplete assignments. Students will be on the restricted list for one week; if students are not removed from the Restricted list, they will move to the Ineligible list until they are removed from the list completely.

Ineligible Status results from chronic restricted status or failing test/daily work.

### **Consequences for restricted/ineligible status are as follows:**

**Restricted:** May not leave study halls without written permission from the classroom teacher who placed the student on the list. Students cannot leave school building early during the school day to attend/play in extracurricular events unless it is tied to a classroom grade or expectation.

### **Ineligible:**

1. Restricted to study halls and classrooms to work on academics.
2. May not play or participate in any extracurricular activities or events. This also includes the senior class trip and/or privileges.

Lost privileges pertain to but are not limited to the following:

- All dances including prom, homecoming and snowball, playing in sporting events, coronation court, snow week activities, Knowledge Bowl, River Watch, Fluid Power, Music solo and ensembles contests, etc.

Although each individual teacher may have slightly different criteria for placing a student on the list, students may be assigned to the list for academic purposes only. The restricted list is designed to help students with failing or unacceptable quality work, the "opportunity" to stay in study hall to finish missing work or to study for tests. This restriction also carries over to the classroom. Students on the list are required to have a hall pass when leaving the classroom during class. In order to leave a study hall (to work in the computer lab), the restricted student must have a pass from each teacher who put the student's name on the list. If a teacher chooses not to give permission to leave the study hall, the student must abide by the decision.

## **STUDY PERIODS**

Study periods will be supervised at all times by a teacher. Students may leave his/her assigned study hall on a sign-out basis. The library will be available to students during study periods provided the librarian is available (not in class). These study rooms will be supervised to allow all students to use this period for its intended purpose. All students must report to their classroom at the beginning and at the end of the period. Students may then be excused to other parts of the building by the supervisor. Students may be restricted during study periods by their teachers or by the principal and, in this case, may leave only by written permission from their teachers. (See Restricted/Ineligible List).

**CAMPBELL-TINTAH DISTRICT 852 – SCHOOL CONDUCT AND DISCIPLINE POLICY  
STATEMENT OF PHILOSOPHY ON CONDUCT AND 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. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted. It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, State Board of Education regulations, and this policy. The following school board policies apply district wide:

**STUDENTS RIGHT AND RESPONSIBILITIES**

**STUDENT RIGHTS**

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

**STUDENT RESPONSIBILITIES**

Corresponding with rights are certain related responsibilities. Students have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures.
2. To attend school daily, except when excused and to be on time to all classes and other school functions.
3. To pursue and attempt to complete the course of study prescribed by the state and local school authorities.
4. To make necessary arrangements for making up work when absent from school.
5. To assist the school staff in running a safe school for all students enrolled therein.
6. To be aware of all school rules and regulations and conduct themselves in accordance with them.
7. To assume that until a rule is waived, altered, or repealed, it is in full effect.
8. To be aware of and comply with state and local laws.
9. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate.
10. To respect and maintain the school’s property and the property of others.
11. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy.
12. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language.
13. To conduct themselves in an appropriate physical or verbal manner.
14. To recognize and respect the rights of others.

**RULES OF STUDENT CONDUCT**

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; 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 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

- **Attendance issues:** including, but not limited to, truancy, excessive absenteeism, tardiness, skipping classes, exiting the school building or leaving school grounds without permission. All students are to be in class. Students must have a pass to leave a class, building or school grounds. A student who is more than 15 minutes late for school/class will be regarded as absent for that time.

Leaving School without permission	1 hour Detention
Skipping Class	1 hour Detention
Tardy 1-3 times	Warning
Tardy 4 <sup>th</sup> time	1 hour Detention

*Students will have a fresh start at the beginning of each semester*

- **Dress Code:** The Campbell-Tintah School Board and Administration feel it is primarily the responsibility of the parents and the students to control appearance during school. Clothing should be neat, clean, and non-offensive. Common courtesy means appropriate dress, including footwear, should be worn at all times. The dress code will be explained to students the first day of school. After that a student should be sent to the office when first noticed wearing inappropriate clothing. However, the School Board, through the Administration, reserves the right to establish minimal standards of appearance in the event of obvious parental/guardian laxity. Examples of inappropriate dress include but are not limited to the following:
  1. Clothing advertising substances illegal for juveniles (tobacco, beer, liquor, drugs, etc.)
  2. Clothing containing obscene or offensive, discriminatory, or profane language or pictures.
  3. Clothing and accessories containing gang symbols (or colors) or clothing worn in a manner to identify gang membership.
  4. Immodest or provocative clothing. Clothing must cover undergarments and midriff. Too short of skirts or shorts are left at the discretion of administration. Leggings must be appropriately covered by other clothing.
  5. Jeans that are inappropriately ripped (Rips and holes must be below mid-thigh) or leggings must be worn underneath.
  6. Caps/hoods or other headwear (except during specified events).
  7. Sunglasses.
- **Disrespectful language/verbal assaults:** or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades district personnel, students or others;
- **Disruptive acts:** including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, threats, or encouraging others to make poor choices;
- **Disruptive acts to the educational process:** or school-related activities, including, but not limited to, physical or verbal threats, such as the staging or reporting of dangerous or hazardous situations that do not exist;
- **Distribution or possession of literature, video, pictures, or otherwise unauthorized materials:** of inflammatory, libelous, slanderous, obscene or exploitive nature on or near school property;
- **Falsifying, altering or tampering with any records:** documents, notes or signatures, including those in possession of the school district, by any method, including, but not limited to, computer access or other electronic means;
- **Harassment:** of any type to include, but not limited to racial, religious, or sexual harassment. Including Violence and Hazing activities;
- **Incendiary/ignition device use:** including butane or disposable lighters, matches or possession and/or detonation of pyrotechnic/incendiary devices in school buildings, school buses, or on school grounds under circumstances where there is a risk of fire or harm to self or others, except where the device is used in a manner authorized by the school personnel;
- **Possession/Consumption of Illegal Substance:** Possession/Consumption of Illegal Substance will not be permitted at any time. School Board Policy does not permit the use or possession of tobacco, alcohol, marijuana, narcotics, any illegal substances on school grounds, at school activities, or on school buses. Material will be confiscated and referred to Law Enforcement;
- **Possession of Illegal or Dangerous Weapon:** Possession of Illegal or Dangerous Weapon, will not be tolerated. Violations will be reported to Law Enforcement for prosecution;
- **Possession of electronic devices\*\*\*:** objects, the unauthorized use of which, cause distractions, including, but not limited to, pagers, radios, phones, headphones, look alike or electronic cigarettes, handheld video games and music devices;

- **Scholastic dishonesty:** including, but not limited to, cheating on a school assignment or test, plagiarism, collusion or electronically transmitting information with intent to commit scholastic dishonesty;
- **Social Relations among Students:** Students are reminded that the school is not the place for outward displays of affection. Inappropriate displays of affection will not be tolerated and will result in disciplinary action in our school discipline plan. Examples of public displays of affection may include kissing, excessive hand holding, and other excessive physical displays of affection on school property;
- **Terroristic acts:** including, but not limited to, direct or indirect crimes of violence or threats with purpose to terrorize another, or to cause evacuation of a building, place of assembly, vehicle or to otherwise cause serious public inconvenience or disruption;
- **Violations against persons:** including, but not limited to, assault or threatened assault, posturing, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, indecent exposure; or committing an act which inflicts bodily harm upon another person, even though accidental or a result of poor judgment or an act that otherwise endangers the health, safety or welfare of district personnel, students, or others;
- **Violations against property:** including, but not limited to, damage to, destruction of, or failure to return school property, school issued textbooks, digital devices and materials, or the property of others. Also includes arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, vandalism, violation of directives or guidelines relating to lockers or improperly gaining access to school lockers;
- **Violation of parking or school traffic rules and regulations,** including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- **Violation of school rules, regulations, policies, or procedures**
- **Violation of any local, state or federal law as appropriate**
- **Vulgar Language, Assault, Fighting:** will not be tolerated and violation may be reported to Law Enforcement;
- **Other acts,** as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

#### I. Disciplinary Action Options/Consequences

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;

- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

## II. Digital Devices

Digital devices in violation will be brought to the Office to be picked up by the student after school. Additional violations may require a parent/guardian to pick up the device from school. Digital devices may be used before school, after school and during the lunch period. They may not be used during class or passing periods. School staff may require students to turn in digital devices to a common area in the classroom prior to the start of the class period to avoid distraction, being returned at the end.

## III. Removal of Students from Class

The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

### Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the determination of the teacher or administration requires removal of the student from class.
5. Such removal shall be for at least one activity period or class period of instruction for a given course of study and shall not exceed five such periods.

## IV. Dismissal

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding that may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- A. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion.

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

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education or participation in school sponsored extracurricular activities, or the ability of school personnel to perform their duties;
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or school property.
  - Students who are suspended may not be on school grounds for any reason during the duration of the suspension.
  - Students who are suspended may not participate in any school-sponsored activities while on suspension (no practice, no extracurricular, etc.).
  - The time served as OSS will be considered an unexcused absence.
  - Up to 10% of grade may be docked for makeup work from unexcused absence.

In addition, after ten cumulative days of removal from school in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before removal and, with permission of the parent or guardian, arrange for a mental health screening of the pupil. The district is not required to pay for the mental health screening.

#### **V. Students with Disabilities**

Students who are currently identified or are in the process of being identified as disabled under the Individuals with Disabilities Education Act (IDEA) or Section 504 will be subject to the provisions of this policy provided that their misbehavior is not a manifestation of the student's disability, unless an educational program has specified a necessary modification within the student's Individual Education Plan (IEP) or 504 plan. For a student with a disability and an IEP, however, only personnel trained in crisis intervention in accordance with MN State and District requirements may implement a physical hold or restraint.

For students with IEPs, a team meeting is required within five school days of a suspension of more than five consecutive days, ten cumulative days or prior to an expulsion. The team shall (a) determine whether the misconduct is caused by or had a direct or substantial relationship to the disability; (b) review any assessments and determine the need for further assessment; and (c) review the adequacy of the current IEP and amend the goals and objectives or develop an alternative IEP program as appropriate. If it is determined that a student's misconduct is related to the student's disability, the student may not be expelled or excluded, and an alternative program may be sought.

#### **VI. Notification and Distribution of Policy**

This discipline policy shall be reviewed with all students and school staff and will be provided to parents at the beginning of each school year. It shall also be provided to all new students and parents upon enrollment and be available, upon request, in superintendent's/principal's office.

#### **VII. Student Discipline Records**

The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

#### **VIII. Nine (9) Week Rule**

Any student that has a violation that requires School Administration to call Law Enforcement for criminal activity, this would include violations in the categories of consumption/possession illegal substances or weapons, theft, and assault, will be ineligible to participate in non-curricular and extracurricular activities for 9 weeks. These activities would include, but are not limited to Homecoming and Snow Week activities, Prom non-curricular field trips, senior trip and class trips.

A second offense will in addition to the 9 weeks of ineligibility, include ineligibility for the next scheduled overnight trip; this would include the Senior Class trip, the Music trip or any other overnight trip during the next two years. If there has not been an overnight trip in that time and the student has had no other significant violations during that time, an appeal could be made to the School Board to allow a future trip.

## IX. Before and After School Program

The “Before and After High School Program” at Campbell-Tintah Schools will be from 7:00 AM - 8:00AM and 3:05 PM - 4:00 PM.

## X. DETENTION

Detention time will be served by students as soon as possible with the assigning teacher or prearranged supervisor. Students need to arrive on time and not leave before their time has been completed; if students do not arrive on time or leave early, no credit will be given for time served. If students are disruptive or do not follow direction of the Supervisor they will be told to leave the room, no credit will be given. Additional consequences may be assigned if the student causes a behavior issue while serving detention. Students must bring schoolwork or assignments to complete. Students will have **one week** to complete their detention(s), in the case of significant hours being assigned this requirement will be extended or arrangements need to be made. If the week passes with no action taken to complete the detention, the student will be placed on the R/I List until the detention time is completed. The detention supervisor will report students who do not fulfill the requirements to the Office. Those students that do not complete their detentions will have arrangements made with their parents or guardians to make up the delinquent time.

## SCHOOL DAY POLICIES

### ATTENDANCE

“The Minnesota State Law” provides that every child between six and seventeen years of age (local school board ruling is pupils entering first grade must be at least six years of age prior to September 1<sup>st</sup>) shall attend a public school or a private school, in each year during the entire time the public schools of the district are in session, unless excused from attendance by the board upon application from his/her parent or guardian on grounds specified in the law Sec. 132.05. A child who misses seven days of school or seven class periods on seven different days without lawful excuse can be petitioned as a Habitual Truant under the CHIPS law (Children in Need of Protection or Services) (*Minnesota Statute 260.007, subd.19*).

Attendance is one of the most important and most easily controlled ingredients in the teaching/learning process. Missing school is sometimes unavoidable, and **the teacher or office should be notified by phone or note prior to the absence if possible**. The absence of a student from regular classroom learning experiences disrupts the continuity of the process. Meeting class attendance requirements helps install concepts of self-discipline, exposes the student to group interactions with teachers and fellow students, enables the students to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances. Many instructional and learning opportunities lost through absence from class are not retrievable. The benefits of regular classroom instruction especially that of participation in class and interaction among students, are lost and cannot be entirely regained, even with extra instruction or study. There are three basic rules to remember concerning absences from Campbell-Tintah Schools;

1. A student who needs to leave during the school day for an excused absence must pick up a leave/admit slip from the office and have it signed by the authorized person prior to the 8:15 bell. It is in the student’s best interest to retrieve said slip one or two days prior to the absence to notify teachers and gather assignments. A student may not pick up a leave slip without notification from a parent/guardian first.
2. Confirmation must be made from a parent/guardian either through a phone call or note regarding a student’s absence. If a student is marked absent first period and the school has not received notification regarding the absence, a phone call will be placed to the parent/guardian. If no answer, a message or callback number will be left.
3. Upon return to school following an absence that was not pre-excused **the student must** secure a signed leave/admit slip to be admit to class and present it to each instructor for missed assignments. Students will not be admitted to class without an admit slip, will be sent to the office to retrieve the admit slip and will be marked tardy for that class. If the absence had not been confirmed, either through a note sent with student or via phone calls the day(s) of absence, the student will be marked unexcused. Please note: All excuses will be documented and considered excused or unexcused.

In most circumstances the student will have two school days to turn in work for full credit because of an absence, after two school days work will be accepted per the Late Work Guidelines. All work for a grading period must be turned in within two weeks of the end of that grading period. No work will be accepted after that time, unless there has been a long-term illness or injury at the end

of the grading period. Incompletes will be reported on grade reports until that time, after which the student's grade will be recorded as is.

A staff member will begin answering phones at 6:30 a.m. or ten minutes before buses leave in case of a late start; please call the school at 218-630-5311 and leave message with staff member or leave a voicemail. If the school has not been notified by 8:30 a.m. of child's absence, a phone call will be made to parents to check on the status of the child's absence. If parents cannot be reached a child's absence will be noted as unverified for the day, and be changed to unexcused if a parent does not contact the school. **Please call the school if the bus does not need to stop at your house.**

## **ATTENDANCE REQUIREMENTS**

Absences/Tardies Defined: Although absences and tardies, excused and unexcused will be marked 'absent' and 'late' under the proper attendance code verification, the unexcused absences and tardies are subject to disciplinary action. In the event that a student has excessive absences, that student may be reported to external agencies.

**After a student's 4<sup>th</sup> absence due to illness, written verification for an absence is required by a medical professional to excuse further absence due to illness. All written notices are kept on file.**

Truancy, unexplained/unverified absences and absences not approved by administration are considered unexcused and could lead to disciplinary action. Campbell-Tintah School aims to work cooperatively with students and families to alleviate the factors that interfere with regular school attendance. If students and/or parents decline to cooperate and the student continues to be absent or tardy from school, the necessary steps to ensure enforcement of compulsory attendance laws will take place.

After students turn 18 years of age and continue to live with their parent(s) or guardian, it is *preferred* that parental permission still be given to students to leave school early, leaving for appointments, to miss school, etc. This can be done by phone call or note to the school office.

## **EXCESSIVE ABSENTEEISM PROCEDURE**

- **5 Day Absence**
  - Parent Letter
  - Student Meeting
- **7 Day Absence**
  - Parent meeting with school administration and social services

## **TARDINESS**

Tardiness is disruptive and unnecessary in most cases. Teachers will refer tardy students to the office for a tardy slip. The office will report tardy students on the student information system (Synergy attendance). After four (4) total tardies (an accumulation of all teachers), the student will make up time through detention **before or after school**.

## **STORM POLICY**

In Minnesota, our weather may cause difficulties in our scheduled program. This has become a serious problem in many ways. We have adopted the following general policy to cover such situations:

School will be in session during each day it has been scheduled according to our annual calendar. Should any change be made due to unfavorable weather, the Campbell-Tintah School District has contracted with School Messenger to contact parents by phone about changes in the day. Please keep the school updated of any phone number changes so we may be able to contact you in these instances. Also, please consult your local TV and radio station for updates and cancellations.

## PHYSICAL EDUCATION AND HEALTH

Grades Kindergarten through 10<sup>th</sup> will have physical education taught by a specialist each day. Instructions for shoes or other items will be sent home with students. Notes from parents requesting that students be excused from physical education due to illness or injury will apply to noon break and recess activity as well. If a student is restricted from physical activity for more than two days, a note from a physician must be obtained and turned into the office. Health classes are taught by a specialist for grades three through ten.

## CONDUCT

### RULES OF CONDUCT DURING AND BETWEEN CLASSES

We expect all students to conduct themselves like ladies and gentlemen. Below are listed some of the rules and regulations pertaining to conduct.

1. Keep to the right in the halls. Do not crowd, push, shove, or run in the halls. Always be considerate of your fellow students. Remember students from several grades are in the halls when classes change.
2. All students should wipe shoes carefully at the entrances during wet weather.
3. It is up to the students to help keep their school clean and neat. We are judged by the appearance of our school. No food or drink allowed unless in storage in lockers for lunch or after school snacks prior to practices or games. Waste baskets are provided in the classrooms and hallways for disposal of waste papers and gum. Candy wrappers must not be littered about.
4. Unauthorized use of vending machines during the school day is prohibited.
5. Any behavior that is disruptive to classes or not fitting a teaching/learning atmosphere will not be allowed.

### RULES OF CONDUCT DURING FIRE/TORNADO EVACUATION PROCEDURES

When the fire alarm is activated, this is indicating either a fire or a drill. Exit the building as you are instructed by your teacher; quickly but orderly. Remain in the safe area until the all clear is given. An announcement will be made over the intercom for a tornado drill or an actual tornado. Go to a safe area as directed by your teacher quickly and orderly. Remain in the safe area until the all clear is given.

### CONDUCT AT BUS STOPS, ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. 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 Safety Director.

### SCHOOL BUS POLICY

Since pre-school and grade school children also ride the buses, the high school students are expected to set an example of good conduct for them. The following are some of the rules pertaining to buses:

1. Be on time for the bus. **The bus driver will not wait for late students.** Help keep the bus on schedule.
2. Respect the property of others while waiting for the bus.
3. Be careful in approaching bus stops. Always walk on the left toward oncoming traffic. Stay away from the street, road or highway when waiting for the bus. If you must cross the street to enter the bus, always cross in front of the bus. Wait for the driver to signal to you before crossing the street. Wait until the bus comes to a complete stop before attempting to enter.

4. Keep head, arms and hands inside the bus at all times. Do not throw anything out of the bus window. Keep your arms, legs and belongings to yourself. Keep books, packages, etc. out of the aisles. Remain in your seats while the bus is in motion.
5. Use appropriate language and inside voices. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Pre-school and elementary students should sit towards the front of the bus unless directed otherwise by the driver.
7. No fighting, harassment, intimidation or horseplay.
8. No use of nicotine, alcohol or drugs.
9. Treat bus equipment as you would valuable furniture in your own home.
10. In case of a road emergency, children are to remain in the bus.
11. Be courteous to fellow pupils and to the bus driver. Remember, we are all working for safety.
12. Always obey the directions of your bus patrol

Students disobeying these rules may be restricted from riding the bus. The following discipline policy will be used when a student is reported by a driver for failing to obey the transportation rules of conduct:

1. Upon first violation, conference will take place with the student, bus driver, and school administrator. Parents will receive a telephone call or a written report.
2. Upon second violation, a conference will take place with the parent, student, bus driver, and school administrator.
3. Upon third and subsequent violations, the parent will be notified and the student will lose the privilege of riding on the school district's transportation system for up to two weeks.

\*Serious misconduct, or multiple discipline problems reported are not subject to the procedural sequence of this policy; however, it will be at the discretion of the Principal/Superintendent.

## **ELEMENTARY CONDUCT**

### **RULES OF CONDUCT IN THE CLASSROOM**

Campbell-Tintah Schools encourage and reward behavior conducive to learning. If students know in advance what kinds of behavior is expected of them and what the CONSEQUENCES are for disobeying the rules of conduct, and the REWARDS for following the rules. Each classroom teacher will prominently display the rules, consequences, and rewards statements, discuss them with the students, and send a copy home to the parents.

### **RULES OF CONDUCT IN THE BUILDING**

1. Avoid loud talking or laughing in the hallways, classrooms and lunchroom;
2. Be considerate of your fellow students and their belongings;
3. No pushing, shoving, running, or jostling in the building;
4. Respect public property. Do not deface the school building or school property;
5. Keep your school neat and clean. Remove overshoes upon entering; put waste paper in baskets, etc.;
6. No public displays of affection.

### **RULES OF CONDUCT DURING NOON OR RECESS**

1. EVERYONE will go outside, weather permitting. Fresh air and exercise rejuvenate students for the remainder of the day. Make sure your child is dressed appropriately for the weather. Hats, boots and gloves are required over the winter months until further notice in the spring for Kindergarten through 6<sup>th</sup> grade. Snow pants are required for Kindergarten through 4<sup>th</sup> grade and optional for 5<sup>th</sup> and 6<sup>th</sup> grades.
2. Hitting, kicking or unnecessary rough play will not be permitted. The playground supervisors will assign time outs for the violators, or they will walk laps around the playground so they get their exercise in.
3. Playground equipment will be used safely. (NO kicking or throwing balls against the walls in the gym when inside for noon hour).

4. Inappropriate language will not be permitted.
5. Playing "King of the Hill" and throwing snowballs is NOT ALLOWED during the winter months.
6. Stay out of the bus sheds and the area near and around the sheds.
7. Candy and food is not allowed on the playground.
8. No headphones, CD/DVD players or cell phones allowed on the playground.

**RULES OF CONDUCT DURING ATHLETIC CONTESTS OR CONCERTS**

People come to activities to watch and listen to the participants, therefore:

1. Enter and leave the gym during a quarter or half, between games, or between songs. Do not walk through the gym while play is going on or while a number is being performed. Do not allow small children to run back and forth.
2. Stand motionless and remove headgear during the National Anthem.
3. Concerts are for listening, not talking. Ballgames are for watching, not running into, out of, or around the gym and building.
4. Turn cell phones off.

**MEALS**

**BREAKFAST, LUNCH & MILK PROGRAMS**

Meals will be sold on a prepay basis: \$1.70 for student breakfast and \$2.75 for student lunches. Breakfast is served from 7:55 – 8:10 a.m. Lunch begins with preschool at 11:00 followed by kindergarten and progressing through 5<sup>th</sup> and 6<sup>th</sup> grades at 11:40. High school lunch begins at the 12:11 bell. Students not participating in the lunch program may bring lunches from home and purchase milk at noon for \$0.50 per carton. This includes students on the free and reduced meal program; students must pay the \$.50 per carton if bringing a lunch from home. The menu is published in the Midweek News on a weekly basis, is posted in classrooms and is sent home with elementary students monthly. High school students may pick up a copy in the office. Parents are invited to join their children to eat a meal with them. Breakfast for an adult is \$2.35 and lunch is \$4.15. You must stop in the office and purchase a ticket prior to eating with your child(ren).

An Application for Educational Benefits is mailed to every family in August. This is the form for Free and Reduced meals. We encourage everyone to complete the application as not only do the families benefit if they qualify, but our school also receives benefits for every family that qualifies. All information is kept strictly confidential. The Application for Educational Benefits must be completed and returned to the Campbell-Tintah Schools office either the night of Open House or by the first day of school in order to receive free meals, if qualified, starting the first day of school. Applications may be received at any time throughout the school year. If at any time your household information changes, either through additional household members or loss of income/job, etc. you may complete an application to see if your family qualifies for free meals. As of the 2018-2019 school year: families eligible for reduced price meals will not be charged for breakfast. Kindergarten students regardless of income eligibility will eat breakfast at no cost. This institution is an equal opportunity provider.

**LUNCH BILLS CANNOT BE MORE THAN \$30 OVERDUE.** When your child’s account is around \$10, you will receive a letter in the mail (in the communication folder for younger elementary children), requesting replenishment of meal funds. If meals are beyond \$30 overdue, and arrangements have not been made with the office; your child will either need to bring a lunch or will receive an alternative meal that meets federal and state requirements until the lunch bill is paid.

**Full Price Meals:**

Breakfast	1 = \$1.70	5 (1 week) = \$8.50	20 (1 month) = \$34.00
Lunch	1 = \$2.75	5 (1 week) = \$13.75	20 (1 month) = \$55.00

## NON-ACADEMIC STUDENT ACTIVITIES & CONCERNS

### ACCIDENTS OR ILLNESS

Any injuries, no matter how small, should be reported to the office immediately. In case of serious illness or accident, the parents will be notified and the student will be taken home or to a doctor for proper medical care. For cases, in which the student does not feel well, see Sick Room Policy.

### ACTIVITIES: MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)

See Student Eligibility brochures, which are passed out on the first day of school or are available in the principal's office.

### ACTIVITIES: NORTH DAKOTA HIGH SCHOOL ATHLETIC ASSOCIATION (NDHSAA)

Summer Infractions – if the school receives a standard notification(s) from law enforcement agencies that a student has violated the alcohol, drugs, or tobacco provision of the Fairmount Public School policy during the summer (including multiple infractions), that student shall be declared ineligible for six weeks beginning the first date of a fall sport or the first day of school if the student is not in a sport. If there is a school related summer activity, credit shall be given for the days in which the student was not allowed to participate. Violations will continue into the next school year or activity season if violations occur at the end of a season (spring activity) or school year and cannot be completed within that school year or activity season. If a student is not in a spring sport, the suspension will continue until the last day of the school term. Any days left in the suspension shall be served the following fall term.

### ACTIVITY TICKETS AND STUDENT FEES

All students in Grades 7 – 12 who are involved in any extra-curricular activity and pep-band will be encouraged to purchase a \$25.00 activity ticket. This ticket provides admission to all regularly scheduled school events except dances. Extra-curricular activities include such activities as athletics, speech, cheerleading and grades 7 – 12 band. Season adult passes are available at \$45.00 per person.

**Admission to athletic events** for students: \$4; senior citizens: \$5; adults: \$6.

**Season passes** for students: \$25; adults: \$45; family: \$115; senior citizens: \$35.

### ANIMALS IN SCHOOL

Due to the risk of infectious disease and accidents, we will not allow students or parents to bring in animals for show and tell, etc.

### ATHLETICS

**Training rules** are left to individual coaches, who are in charge of the team members and the program involved. Any exceptions to the above will be handled on an individual basis if and when the need arises.

### BUS – FAN BUS

Fan buses for adults and students will be available for selected out-of-town games/tournaments.

### RESPECT OF PROPERTY

Books are furnished free to all pupils for their use. It is the responsibility of each student to take proper care of these books. If books are abused, the pupil to whom each book was issued is responsible.

1. Students shall not destroy or damage school facilities, books or school grounds;
2. Students shall not destroy or damage public property or property of others.

### CLASS ADVISORS

12 <sup>th</sup> Grade	Richard Osman	9 <sup>th</sup> Grade	Roy Mayeda
11 <sup>th</sup> Grade	Lynette Schwagerl	8 <sup>th</sup> Grade	Jonathan McIntire
10 <sup>th</sup> Grade	Wes Jepsen	7 <sup>th</sup> Grade	Jonathan McIntire

## **CLASS MEETING ROOM**

Advisors will direct students.

## **CLASS ELECTIONS**

Normally, class elections are held the first day of school. The following officers are elected for each grade: President, Vice-President, and Secretary/Treasurer.

## **C-T STUDENT COUNCIL**

Each grade will elect two representatives and one alternate to serve on the council. Elections will be held on the first day of school.

## **CORONATION**

Each fall the senior class will choose a coronation emcee from the junior class. Crown bearers will be chosen by the student council. The senior class will nominate king and queen candidates which will be voted on through a grade 7-12 election. The candidates are subject to the same eligibility requirements as athletes and cannot be “ineligible” on the Restricted and Ineligible List.

## **CLUBS, GROUPS, ACTIVITIES**

All students representing C-T schools as team members, players, contestants, etc. for any group or an individual must be eligible scholastically (not on ineligible list).

## **DRIVING**

Students driving to school are asked to park on the streets north and south of the school. Be careful not to block driveways or loading zones, and do not park on the street between the school and playground or right at the corners (buses need to make the corner safely without incident). Use of cars by students is not allowed during the school day, including noon break, without permission of the administrator. Students driving to and from school activities where a bus is furnished is generally prohibited. Any exceptions must be made in advance by parents in writing for documentation in the student file and approved by school officials.

Driving infractions will be handled as other school discipline matters according to the policy in this handbook. **Reminder: State law – maximum speed near school buildings is 15 mph.**

## **EMERGENCY DRILLS**

Campbell-Tintah Schools must have a specified number of emergency drills each year. We must have five fire drills and five lockdown drills during the course of the year. The lock-down drills include drills that specify an intruder is in the area of the school and drills that include an intruder in the building. We also have one tornado drill each year in the spring. Each classroom has a copy of directions for the fire drills and tornado drills. The classroom teacher has a copy of lock-down drill procedures.

## **GYMNASIUM**

The wooden floor is kept polished for the safety and performance of the physical education classes and athletic teams. Avoid walking on the playing surface while in street shoes. Also during programs, concerts or sporting events in the gymnasium, enter and leave at designated intermissions, at quarter breaks or between selections as a courtesy to the performers and the other spectators.

## **LAVATORIES**

Students will use the men’s and women’s lavatories on either side of the lunch room on the first floor or on each side of the English Room on the second floor. The lavatories in the gymnasium foyer area are reserved for staff use during the school day. Elementary restrooms are off limits to students in grades 7 – 12.

## **LIBRARY SERVICES**

Our school has elementary and secondary libraries. Students are allowed access to these libraries on a scheduled basis. These facilities will present each student with an excellent array of recreational reading material. Library use and check-out rules will be explained to students early in the school year by the media specialist. The Viking Library System bookmobile will make regular visits beginning with the 2016-2017 school year. A schedule will be made available once it is in place.

## **LOCKERS**

Individual lockers are assigned to all students. These lockers are to be used to store books (high school only) and clothing belonging to the students. Locker use involves noise, which should be minimized. High school students should carry all the books they will need to be used for several classes in a row to eliminate unnecessary disruption and noise. Elementary students will keep their books in their desks. *Lockers are school property and are subject to periodic if not regular inspection and may be entered by school authorities at any time it is suspected that any locker contains items that are potentially harmful or illegal or items which are against regulations.*

## **LOST & FOUND**

The lost and found department will be located in the Gym foyer. Students are urged to be careful about leaving money and valuables around. The school cannot be responsible for lost or stolen items. Please be careful with your own personal property. Leave valuable items or large amounts of cash in the secretary's office for safe keeping. Use your gym padlocks at all times and most locker room loss problems will be eliminated. Anything left at the end of the school year will be donated.

## **MEDICATION POLICY**

Students are not allowed to keep medications of any type on their person or in their lockers. If your child must have medication administered at school, please use the Administration of Prescribed Medication Form available on the school website to allow school personnel to dispense the medication. We prefer to have a parent-signed form accompany over-the-counter medications (such as ibuprofen) as well as prescription medication. A Student Profile form will be sent home and has a parent permission to give Tylenol section for parents to authorize school personnel to give their child Tylenol or Acetaminophen. Additional forms are available in the office upon request. These forms must be completed and returned to the school. The school does not provide ibuprofen to students due to the possibility of allergies.

## **NOON LUNCH BREAK**

Students on noon lunch break will be expected to use designated areas of the building for noon break leisure activities. All students must report to the lunchroom for a short supervisory period and then are excused to the designated, supervised areas. Students will not be permitted to leave the building without prior approval from a parent to go home for lunch; use of cars during the noon lunch break is prohibited. Students in grades 7 – 12 should not congregate in hallways adjacent to elementary classrooms or other classes in session.

## **NOTES FROM SCHOOL/EMAIL**

On many occasions, information from school will come home via students. Please impress upon your children the importance of delivering this information the same day they receive it. You may provide the office with your personal email address and information could be sent in that manner to ensure delivery. You would also be placed on the public bulletin (sent as a blind carbon copy for confidentiality purposes) for the daily announcements and information/items of importance or interest.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled in the fall following the first marking period and again during 3<sup>rd</sup> quarter. Parents of Preschool through 6<sup>th</sup> grade students will be scheduled for a specific time. Conferences with high school teachers are done arena style in the gymnasium. We strongly encourage your attendance at these conferences, especially if restricted/ineligible letters have been received and to bring about the coordination between school and home essential to the best possible education for

our students. Test results will be discussed at conference time. You are always welcome to discuss your child's progress anytime during the school year too.

### **PERSONAL PROPERTY**

Due to fire codes, backpacks and duffle bags cannot be stored on or under the bench in the second floor hallway or on the floors next to lockers or stuffed in corners between locker banks and walls. You may take these items to the appropriate locker room. If these items are found in the hallway, they will be removed and taken to the office or placed in a locked closet until the end of the day.

### **PLEDGE OF ALLEGIANCE**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

### **SCHOOL PARTIES**

Arrangements must be made with the principal for the time of school parties at least one week in advance. It is necessary that all parties are properly chaperoned by at least one school personnel. Class officers are responsible for obtaining chaperones. All parties must end before or at 11:30 p.m., and an efficient clean-up detail must follow the party. Class advisors must be present at all organizational meetings and be aware of arrangements to be made.

### **SENIOR PRIVILEGES**

Senior privileges will be explained to seniors at the beginning of the year. Senior privileges will be determined and announced towards the end of April and begin in early May. Any violation results in loss of privileges for that student.

### **SICK ROOM**

Students who are not feeling well need to make arrangements through the office to go home to recuperate. A room near the office has been set aside for use as a temporary "sick room". This is to be used by students only as a quiet place to rest while waiting for a ride home.

### **TELEPHONE**

Outside calls may be made from the school office. Calls may be made before school, during noon, or during study periods by permission of the principal or office secretary. Students may bring cell phone to office to make long distance calls or to text a message to a parent/guardian.

### **TRANSPORTATION**

All trips must be approved by the principal. Students on trips must return with the group unless parents pick them up or provide a written permit for other arrangements that is presented to the school personnel in charge of the group prior to departure for the event.

## **CAMPBELL-TINTAH SCHOOLS POLICY ON CHEMICAL DEPENDENCY USE/ABUSE & PREVENTION**

Independent School District 852 recognizes that its service area is not immune to nor exempt from chemical use, abuse or dependency. The school district has a responsibility to confront chemical use, abuse and dependency as an illness which, if identified in an early stage, can often be successfully treated. The emotional, physical, economic and educational problems related to chemical use, abuse and dependency by students deserves the attention of parents, schools, churches and other agencies of the Campbell-Tintah School District.

It is the goal of the Campbell-Tintah School System to provide a caring and supportive atmosphere for its students. The Campbell-Tintah School System will continue to try to promote a positive self-concept. It is a positive self-concept that will deter many

students from any painful involvement with chemicals. The school will continue to promote sound adult values to help maintain a healthy and fruitful lifestyle for each and every student.

## **PREVENTION**

Prevention has always been a primary concern for all School District personnel. Since prevention from the harmful involvement of chemicals is the most effective way of combating chemical involvement, the school will emphasize this area of prevention by use of a positive self-concept, appropriate chronological pharmacological information, and positive alternatives will be the emphasis for this prevention program. This district will also provide educational programs for staff and parents in order to help the community with an awareness of chemicals.

## **INTERVENTION OR THE HELPING PROCEDURE**

Students harmfully involved with chemicals must be identified and given the proper opportunities for care and recovery. This process will be done in the following manner:

- Anyone who is in contact with students (including other students themselves) must be prepared through observation to identify apparent and possible harmful involvement.
- Upon suspicion of any individual, the student, teacher, administrator, or other staff will contact one of the three members of the Pre-assessment Team (PAT). The PAT will contact the student and discuss the reason for concern.

All information discussed with the PAT will be held completely confidential. Any break in the confidentiality will cause immediate dismissal of that team member of the team. The exception to this action is information which appears to be life threatening to the student, e.g., suicide threats, etc. The team is the Superintendent, Counselor and Dean of Students.

## **ALCOHOL, NICOTINE PRODUCTS AND NARCOTICS**

Possession and/or use of alcohol/nicotine are forbidden by state/county law to anyone under the age of 21. Possession and/or use of narcotics without a prescription are illegal at any age. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 21.

The school board does not permit the use or possession of nicotine, alcohol or narcotics on school premises, school grounds, at school activities or on school buses/vehicles. The Campbell-Tintah School is a tobacco-free zone. Students exhibiting indicators of chemical use may be denied attendance at or participation in school activities.

Items containing nicotine, alcohol, Marijuana, narcotics or any illegal substance are subject to confiscation by school authorities and, in the event of confiscation, will be made available to the student's parent/guardian by appointment or to the legal authorities if proper under the circumstances.

Please refer to the MSHSL, NDHSAA, SDHSAA and Campbell-Tintah Eligibility Rules in regards to alcohol, tobacco and drugs as well.

### **Tri-State Tigers**

#### **Nicotine Products, Alcohol and Controlled Substance Policy**

This policy covers the use or possession of nicotine products, alcohol or any controlled substance as defined by law. Presence at a gathering where alcohol, nicotine products or a controlled substance is being used illegally will be regarded as possession. This policy is in effect for the entire calendar year and will begin when the student enters 7<sup>th</sup> grade through the duration of their athletic career. A copy of this policy will be presented to each athlete and must be signed by the athlete and parent/guardian prior to the beginning of each athletic season.

*\*Students using cessation products containing nicotine (ex. Gum) may be excused from this policy under certain circumstances\**

## Nicotine Products and Alcohol

1. **First Violation Penalty:** After confirmation of the first violation, the student shall lose eligibility for the next six (6) weeks.  
In the event the student is not participating in an event at the time of the infraction, the penalty will begin when the student begins an activity.  
If a season ends and the duration of the penalty has not been served, the remaining penalty will be served when the student begins another activity.
2. **Second or Subsequent Violation Penalty:** After confirmation of the second violation, the student shall lose eligibility for the next eighteen (18) weeks.  
In the event the student is not participating in an event at the time of the infraction, the penalty will begin when the student begins an activity.  
If a season ends and the duration of the penalty has not been served, the remaining penalty will be served when the student begins another activity.

## Controlled Substance

1. **First Violation Penalty:** After confirmation of the first violation, the student shall lose eligibility for one (1) year. This penalty may be reduced to six (6) weeks if the student athlete completes an accredited intensive prevention or treatment program.  
In the event the student is not participating in an event at the time of the infraction, the penalty will begin when the student begins an activity.  
If a season ends and the duration of the penalty has not been served, the remaining penalty will be served when the student begins another activity.
2. **Second or Subsequent Violation Penalty:** After confirmation of the second violation, the student shall lose eligibility for one (1) year. This penalty may be reduced to eighteen (18) weeks if the athlete completes an accredited intensive prevention or treatment program.  
In the event the student is not participating in an event at the time of the infraction, the penalty will begin when the student begins an activity.  
If a season ends and the duration of the penalty has not been served, the remaining penalty will be served when the student begins another activity.

## CAMPBELL-TINTAH SEXUAL, RELIGIOUS OR HARASSMENT/VIOLENCE

Harassment is a form of discrimination which violates the Federal Civil Rights Act or the Minnesota Human Rights Act. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other forms of verbal or physical conduct or communication of a sexual nature. Under this policy it is a violation for any student or employee to harass a student or employee through conduct or communication. The district official to report harassment of this nature (whether it is directed to you or to another person) is the building principal. The policy mandates the report be investigated and a determination made. Harassment is also behavior which will result in loss of MSHSL and Campbell-Tintah athletic and Category II activities eligibility.

# Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

## Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

## Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The [Minnesota K-12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

#### Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K-12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

## Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us) (education.state.mn.us > Students and Families > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is only applicable for the 20\_\_ to 20\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

Please initial to indicate you have received and reviewed information about statewide testing.

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

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 or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will be counted as "not proficient" for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_