

**Maple Lake High School
2016-2017
Student Handbook**



**Irish Pride
Pride, Respect, Responsibility**

Irish Pride Pride, Respect, Responsibility Maple Lake High School 2016-2017 Student Handbook

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SCHOOL SONG

"Notre Dame Victory March"

Cheer, Cheer, for Old Maple Lake

Shake down the echoes, for praise to make.

Roll the volley, yell on high

Shake down the thunder from the sky.

What though the odds be so great or small.

Old Maple Lake will win over all.

As her loyal students march onward to victory.

SCHOOL NICKNAME

"Irish"

SCHOOL COLORS

Green & White

ACTIVITY REGULATIONS

All co-curricular and extra-curricular activities use the Minnesota State High School League conduct rules as guidelines. Any tobacco/alcohol/drug activity or illegal activity results in a minimum of a two week suspension from any school sponsored activities. Students have the opportunity to appeal a local decision. For specific rules and information, see the Activities Director or your activity advisor.

ADVANCE MAKE-UP SLIPS

If you are going to be absent for any reason, including field trips, you are to get an advance make-up slip from the General Office. Take this make-up slip to each of your teachers for the assignments. Make-up slips for field trips must be turned into the office prior to the field trip or the day will count as an absence. Activity advance make-up slips must be completed prior to being excused for the event; if not, consequences will be given by the office.

ATHLETIC TICKETS

Season passes or multiple use tickets may be purchased from the Athletic Department. Ticket prices for the 2016-2017 school year are \$6.00 for adults and \$3.00 for students and \$4.00 for senior citizens. A pass good for fifteen games will sell for \$60.00 for adults and \$30.00 for students and senior citizens. A Trifecta pass is available for \$10. A family pass is available for \$150.00.

ATTENDANCE POLICY

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

- (1) A parent or guardian must notify the school when a student will be absent via phone or send a signed note indicating the reason for the absence. **Failure to provide a reason by the parent(s) for the absence within three days of the absence will result in the absence being entered as unexcused.** (See consequences for unexcused.)
- (2) The student is to report to the General Office for a pass to class upon his/her return to school. The student is responsible for making up all work missed while he/she is absent according to teacher policy. Any work not completed within the time period may result in "no credit" for the missed assignments.
- (3) Before a student leaves the building during the school day, he/she must get a permit from the office. Students are to take care of this before school when possible. Unless permission is expressly granted and the student receives a permit, it will be considered an unexcused absence.
- (4) A student is permitted, with consent from parents or guardians, **not more than five absences from any class during a quarter.** Upon reaching the sixth absence, the student may fail that class for the quarter depending on the decision of a review committee. School initiated or sponsored activities and religious release are exempt from and will not be counted toward the total of five absences. **Extenuating circumstances may be given consideration by a review committee consisting of representatives from the school board and administration.**
- (5) **Excused absences** as dictated by state statute will be granted for the following reasons:
 - Illness of the student.*
 - Serious illness in the student's immediate family.
 - A death in the student's family or of a close relative or friend.
 - Official school field trip or other school sponsored outing.
 - Required court appearance
 - Emergency dental or doctor appointments when excused in advance. Every effort should be made to schedule appointments when students are not in a class. Appointment cards and/or a doctor's note may be required for verification of the appointment.
 - Written permit and behind-the-wheel road tests for driver's education.
 - Student absence when accompanied by a parent.
 - Religious release time.
 - Physical emergency conditions such as fire, flood, storm, etc.

- Removal of a student such as suspensions.
- Inclement weather in which parents believe it is too dangerous to send their child to school.

* If 5 or more excused absences for illness occur per monthly review or 12 excused absences for illness within a school year occur, a letter will be sent providing notification that attendance is being monitored. **After 15 absences for illness in a school year**, a doctor's note or a **Medical Excuse for Attendance Monitoring** may be required for the remainder of the school year. **Failure to provide a requested note will result in the absence being marked unexcused.**

- (6) Students absent due to extended injury, illness or pregnancy will, upon request of the parent/guardian, be placed on homebound instruction upon a medical doctor's recommendation. Absences incurred while a student is on homebound instruction do not count toward the six absences which lead to class failure.
- (7) Extended Family Trips - When parents make the decision to take their student/students out of school for an extended trip, they must also share the responsibility to help their student/students complete their school work. Upon parents' request, a written contract for each of the student's classes will be developed by the instructor based upon the same or equivalent amount of work as students in school. Included in the contract will be all work to be completed for the time missed and how the student may earn credit for the work missed. The contract will be signed by the teacher, student and parent with a copy filed in the principal's office. Students will be allowed the same amount of time at the end of the quarter to complete the class requirements as students who remained in school (five school days) or five school days after returning to school if they return after the end of a quarter. At the end of this time, the student's work completed and turned in to the instructor will be evaluated and used to determine the student's grade.
- (8) **Unexcused absences** are recorded for absences which could have been avoided or delayed and which prior arrangements and/or approval have not been made through the principal's office. This absence indicates that the student had been absent from school with or without the consent of the parents but the excuse presented by the parents is not acceptable to school authorities. The following are examples of absences which will not be excused: any absence in which a valid reason is not provided by parents, transportation problems (other than by school district provided transportation), oversleeping, personal errands, work due to emergency except under school sponsored work release or prearranged with school, visitations to schools or colleges unless arranged through the counselor's office, absences resulting from cumulated unexcused tardies and any other absence not included under the attendance procedures set out in this policy. All unexcused absences must be made up. Failure to makeup the time within one week will result in further detention and/or suspension.

CONSEQUENCES OF UNEXCUSED ABSENCES:

The **first** time a student receives an unexcused absence from school he/she will be given an equal amount of in-school suspension (ISS) time.

The **second** time a student receives an unexcused absence from school he/she will attend wRight Choice for **one** full day.

The **third** time a student receives an unexcused absence from school he/she will attend wRight Choice for **three** full days and a referral letter will be sent to Wright County Human Services. This letter is required by MN State Statute 120A.22. Screening with Truancy Social Workers occurs to determine an appropriate plan of action. An attendance letter outlining the actions taken by the school and possible future actions will be mailed to the student's parents.

The **fourth** time a student receives an unexcused absence from school he/she will attend wRight Choice for **five** full days and an updated referral will be sent to Wright County Human Services. An attendance letter outlining the actions taken by the school and possible future actions will be mailed to the student's parents.

Subsequent offenses: The student may be subject to expulsion and/or referral to the county attorney's office.

After two cumulative unexcused absences in a semester, a student's grade may be reduced one increment for each unexcused absence. After five unexcused absences in a semester, the student may lose credit for the class or classes. However, prior to reducing the grade or credit(s), an administrative conference will be scheduled between principal, student and parent.

(9) Tardiness - Students absent from class for twenty minutes or more will be considered absent.

A. Tardy to School or WTC - Administrator Responsibility. Students who are tardy or absent from school must report to the General Office with an excuse from the parent or guardian for a pass to class. Only those reasons listed for excused absences will be accepted. Students who fail to report to the General Office and/or fail to have an excuse when late will automatically receive an unexcused absence. Failure to makeup the time within one week will result in further detention and/or suspension.

Consequences for being tardy to school:

A warning is given for the initial time a student is late to school up to and including ten minutes. After the initial warning, or if a student is more than 10 minutes late to school the steps below will be followed:

The **first** time a student is tardy to school he/she will be given make-up time. A student 1-10 minutes late to school will be given 10 minutes of make-up time, 11-20 minutes late to school will be given 20 minutes of make-up time, more than 20 minutes late to school will be given an equal amount of make-up time to the amount of time tardy.

The **second** time a student is tardy to school he/she will be given make-up time based on the times listed above, plus one general detention.

The **third** time a student is tardy to school he/she will be given one half day of in-school suspension (ISS).

The **fourth** time a student is tardy to school he/she will be given one full day of in-school suspension (ISS).

The **fifth** time a student is tardy to school he/she will be sent to wRight Choice for one full day.

The **sixth** time a student is tardy to school he/she will be sent to wRight Choice for three full days and a referral will be made to Wright County Human Services for possible truancy intervention.

Subsequence offenses: The student may be subject to wRight Choice, and/or referral to the County Attorney's Office, and/or additional actions determined by administration.

The number of unexcused tardies is per semester and will reset at the semester break.

B. Tardy to Class - Teacher Responsibility. Students who are tardy to class must have a pass from a faculty member or the office staff excusing their tardiness. Students who are late to class and do not have an excused pass will receive an unexcused tardy. Teachers will record the tardiness and fill out the General Detention Form.

The **first** time a student receives an unexcused tardiness from a class, he/she will be given a detention warning.

The **second** time a student receives an unexcused tardiness from a class, he/she will be given one detention.

The **third** time a student receives an unexcused tardiness from a class, he/she will be given two detentions.

The **fourth and all subsequent times** a student receives an unexcused tardiness from class, he/she will receive a class suspension. The number of unexcused tardies is per nine week period from the day the first one is received.

(10) Attendance policies regarding students participating in extra-curricular activities: (See 'Illness on Day of Extra-Curricular Activity' in Student Handbook) Students not attending school may not participate in school sponsored work programs.

(11) Non-Wright Technical Center Days – On days in which Maple Lake High School has classes and Wright Technical Center does not, students who are not in good standing academically or behaviorally will be required to stay at MLHS during normal WTC time.

BOOK FEES

Due to the high price of textbooks, students are asked to cover their books using the free covers in the office, paper bags, or other paper. Stretch covers bend the corners of the books and are therefore not allowed. Textbooks are expensive to replace. Students are asked to take care of all of their textbooks or a fee may result.

BUS BEHAVIOR

Students who ride a bus should be aware of bus rules and follow them. Breaking of bus rules may result in the denial of transportation privileges upon notification to the parent/guardian. Failure to pass the bus safety test will result in denial of transportation.

CAPTAIN'S PRACTICE

Captain's Practice and Open Gym sessions are not sponsored or supervised by the Athletic Department and not a function of the MLHS. Use of the school facilities and equipment are governed by the school board policy. Contact the Activities Director if you have any questions. The Maple Lake School District assumes no liability for students involved in Captain's Practice or pre-season conditioning.

CASHING CHECKS AND GETTING CHANGE

Checks are acceptable for all school obligations. If you are paying on your lunch account, make the check payable to the Maple Lake School Lunch Fund. When other payments are made, the check should be made payable to Maple Lake Public Schools. Cashing personal checks, when there is no obligation due the school district, is against school policy. The business office staff and lunchroom personnel have been instructed to turn down such requests. The office will make change for students ONLY before and after school.

CELL PHONES

Students may not use cell phones during class periods unless teacher permission is granted to use the device for educational purposes. If a student is using a cell phone during the class period, or the phone rings, he/she will be asked to give it to the teacher. The teacher will submit it to the office. Failure to surrender the phone to the teacher will result in suspension. The first and second violation of the cell phone policy will result in paperwork being completed by the student and the phone being returned to the student at the end of the school day. The third violation will result in arrangements for checking the phone in and out at the high school office at the beginning and end of the school day. Students should not use the phone during passing times to place or receive calls without teacher/office permission. We do not want students standing at lockers or at lunch talking on phones. If a student wishes to use the phone during the day to contact parents, he/she should request permission from the teacher or office. If parents are texting you, please tell them that you may not receive their text message until passing time. Be sure to inform staff, and ask for permission if you are placing a call. Videotaping or taking photographs of students and staff at Maple Lake High School without their written permission is prohibited unless they are part of an official school production. Consequences for violating this rule may include a 1-10 day suspension. No time will be invested into retrieving lost/stolen cell phones at school.

CHEATING

Whether you give or receive information during an exam or on an assignment, the offense is the same. You will receive a "0" on the work. See student discipline code.

CHURCH NIGHT

Maple Lake High School will continue to make every effort to schedule school events on days other than Wednesdays and Sundays. No activities will be scheduled between 7:00 p.m. and 9:00 p.m. on Wednesday evenings for high school students except by special school board approval.

CLASS RANK

To obtain information on class rank or honor roll, check with the High School Principal. Class rank is based on a weighted grading system.

CLASS SCHEDULE CHANGES

Class schedule changes may be made by making an appointment with the High School Principal or Guidance Counselor. All changes for the first semester classes must be completed prior to the beginning of school. All changes for the second semester classes must be completed by the first day of the second semester. Exceptions may be made at the discretion of the High School Principal or Guidance Counselor.

COMMENCEMENT

All Maple Lake High School students who remain enrolled until the end of their senior year will be invited to participate in commencement exercises. Seniors who are working toward earning a Maple Lake diploma would be recognized in a ceremony that celebrates the commencement of their high school education. Those students who have completed credits to graduate will receive a signed diploma. All senior check out obligations need to be met in order to participate in commencement exercises.

COUNSELING SERVICES

A counselor is available to help your child make educational decisions concerning their academic needs and goals in regard to classes taken and graduation credit completion. If your child is having difficulty and you would like some information, the counselor may be contacted.

DETENTION

When a student receives his/her notification of detention, a date to attend will be listed. If there is a conflict, see the teacher, Student-Parent-Teacher Liaison, or High School Principal to make arrangements. If a student skips detention, double detention will be given. The second time a detention is skipped, the student will incur additional consequences which may include limited access to halls and school activities, in-school suspension, or wRight Choice.

DRESS CODE

This policy encourages students to dress appropriately for school activities and in keeping with community standards. Any appearance that causes undue attention when it detracts from the educational program of the school will not be allowed. In accordance with state mandates, the school is to be a "zero-tolerance zone" in the areas of harassment, violence, and alcohol/drug usage. In real life this means we must carefully monitor the message being tolerated in the school.

Inappropriate clothing includes, but is not limited to, the following:

- short shorts, short skirts, skimpy tank tops, tops that expose the midriff and cleavage,
- apparel that is overly tight fitting and/or is too see through or too sheer,
- apparel that allows underwear to show,
- clothing that bears a message which is lewd, obscene, or vulgar, apparel which promotes activities that are illegal for use by minors, objectionable emblems, signs, words, objects or pictures communicating a message that is racist, sexist, or otherwise derogatory to a group or which implies/suggests gang membership,

apparel or footwear that would damage school property including, but not limited to chains worn as decoration, backpacks, bandannas hanging from pockets, and headphones (during school hours). Hats (any head covering) are not allowed to be worn in the building except with the approval of administration (i.e., medical situation.).

Students will be asked to change their attire or remain in the office for the duration of the school day. Students choosing to go home to change will be assigned make-up time for actual time missed. Failure to change will result in in-school suspension. The second and any subsequent occurrence may result in the student(s) being placed in in-school suspension.

Shorts, skirts, and dresses should be to the mid thigh in length.

Exceptions to the dress code may be allowed for special occasions such as Homecoming, Snocoming, etc. For these occasions, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

DRIVERS TRAINING

Classroom driver's education will be offered during summer school or after the school day only. Once you receive your permit contact the Driver's Ed instructor for behind-the-wheel instruction. Behind-the-wheel instruction may be purchased as single or multiple sessions. See the office for details. The cost for behind-the-wheel training is \$265. This may be increasing due to gas prices.

EIGHTEEN YEAR OLD STUDENTS

Minnesota Statute 120.06 states the following:

"The Board of Education of any school district shall provide free educational services to any person between the ages of 18-21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age."

Therefore, all students enrolled in MLHS will be required to follow the same policies as established for those under 18 years of age. However, certain rights and responsibilities become effective on a student's eighteenth birthday: data privacy, self-responsibility, etc. For more information, see the High School Principal.

ELECTRONIC DEVICES

Radios, CD players, iPods, MP3 players, Game Boys, etc. are not allowed to be used during the school day. Laptops, tablet devices, iPods, etc., may not be used during the school day unless teacher permission is granted to use the item for educational purposes. If they are seen being used during the day, they will be confiscated and returned to the student in accordance with the cell phone policy. No time will be invested into retrieving lost/stolen electronic devices of this kind at school.

ELIGIBILITY REQUIREMENTS

Student eligibility is based on academic success as well as a commitment of the participants to follow the high school league behavior rules. To be eligible to participate, **students must receive passing grades in all classes.**

1. Any student receiving one or more failing grades at mid-quarter or quarter break is ineligible for a minimum of two weeks or 2 events whichever is longer.
2. At the end of the second week the student will submit an "eligibility slip" and every week thereafter, until the next set of grades is issued verifying eligibility. Eligibility slips are due by noon the last day of the academic week in order to be able to compete the following week. (Also, slips can be submitted earlier in the week)
 - a) Students that submit slips with passing grades from all teachers are allowed to play the next week.

- b) Students still failing continue to be ineligible. Students who do not submit slips on time are also ineligible.
 - c) After the initial first week, grades are checked weekly placing the emphasis on sustaining academic improvement. If the student is not passing for the week, he/she becomes ineligible for that week until an 'all passing' slip is submitted.
3. Students can move from eligible to ineligible on a weekly basis between mid-quarter and the end of the quarter as well as between quarter-end to the next mid-quarter, depending upon their weekly grade progress (2-3 week span).

Inappropriate on or off campus behavior may result in a violation of Minnesota State High School League rules under the code of conduct which could affect eligibility. See page 19 "Off Campus Behaviors" for more information.

Students have the right to appeal a local Code of Conduct decision at the school level. See the Activities Director or High School Principal for more information.

EMERGENCY EVACUATION PLAN

In case of an emergency that would make it necessary to evacuate the area, a plan has been developed. In the event it is necessary to evacuate, we ask for your assistance and cooperation. The crisis management plan will be followed. Consult any high school staff member for details. Procedures for a lockdown are in place.

EMPLOYEE BACKGROUND CHECK REQUIREMENTS

It is the policy of District #881 to require a criminal background check on all school employees. Other individuals who provide services to the school may also be subject to a background check. This is left to the discretion of the school administration.

ENROLLMENT OPTIONS

A variety of enrollment options are available providing parents/guardians and students with the opportunity to choose the site of education of the student. Information about the various enrollment options, including applications, deadlines, criteria to qualify, etc. may be obtained through the principal's office. Transportation for students participating in enrollment options is the responsibility of the parents with the availability of reimbursement funds for low-income families. Students participating in some of the enrollment options make a commitment for a year.

EXTRA-CURRICULAR ACTIVITY CONFLICTS

Where conflicts in scheduling extra-curricular activities seems to be unavoidable, the following regulations will prevail. Every attempt will be made so that the students need not be asked to make a choice, nor be penalized due to any decision stemming from this policy:

- (1) All performances (games, concerts, meets, contests) take priority over a practice or rehearsal.
- (2) A concert will take priority over all games or meets below the varsity level.
- (3) District performances have priority over non-district performances.
- (4) Region performances have priority over district performances.
- (5) State performances have priority over regional performances.
- (6) In the event that a scheduling problem develops because of a student being involved in two extra-curricular activities on the same date and time, the student will attend the event scheduled first.

When a conflict appears and the above policies do not resolve the problem, the following procedure will be followed: The two coaches, directors, and/or advisors will meet with the High School Principal and resolve the conflict.

FEE SCHEDULE

A fee schedule for participation in extra-curricular activities does exist. The following fees have been established.

Class I Activities: JH Speech, Extracurricular 3 Act Play, and 7th and 8th grade athletic activities are \$80 per activity. There is a yearly maximum of \$200 per participant.

Class II Activities: Mock Trial, Speech, Knowledge Bowl, 1 Act Play, and all 9th-12th grade athletics are \$105 per activity. There is a yearly maximum of \$263 per participant.

The family maximum fee for students in Class I and Class II activities is \$400 per year.

Summer marching band fees are separate from Class I and Class II activities and do not go towards the maximum fee caps. Reduction in fees is available for those that qualify for free or reduced lunches. See the Athletic Director, or your coach/advisor for more information.

FIRE DRILLS

The Minnesota State Fire Marshall requires each school to hold five fire drills during the school year. Please leave the building in an orderly fashion as quickly as possible. Any inappropriate behavior will result in detention.

Tampering with the fire alarm system, including jumping up and touching the smoke detectors, will set off the alarm system. This intentional tampering is a misdemeanor, will result in suspension and may be turned over to the authorities for investigation.

FOOD/TREAT

Students who wish to bring a treat to share with their classmates must bring store bought or bakery prepared items.

Homemade items are not allowed per Minnesota Department of Health regulations. Please consider any food allergies when selecting a treat to bring to school. Healthy snacks are encouraged! Refer to Wellness Policy when considering treats.

GRADING PROCEDURES AND POLICIES

All report cards will be marked using one of the following letters: A, B, C, D, F, P (pass), I (incomplete), W (withdrawal) or X (not enrolled) .

A mark of I (incomplete) may turn to an F (failure) at the end of five school days after the grading period unless special arrangements have been made by the instructor through the office.

Each junior high course failed must be made up the next year unless one of the following alternatives is met:

1. Attendance/completion of credit through summer school if offered by the district (summer school may or may not be offered based on financial status of district, number of students available, financial support of state, etc.).
2. Attendance/completion of credit through summer school in another district at the expense of parents or student (no cost to Maple Lake district)

Junior High students who fail four year long courses or the equivalent will repeat that grade the following year and do not have the summer school option.

The above policy may be waived in exceptional situations by a review committee comprised of the High School Principal, the High School Counselor and the Instructor of the course failed.

All students should have been informed of their teacher's grading policies and procedures during the first week of the course.

Summer School

The following criteria are followed for summer school:

Jr. High School - Grades 7, 8, 9

Courses being repeated:

Year credit (4 qtr. cr.) - 60 hours

Sem. credit (2 qtr. cr.) - 30 hours

Courses not previously taken:

Year credit (4 qtr. cr.) - 90 hours

Sem. credit (2 qtr. cr.) - 45 hours

Sr. High School - Grades 10, 11, 12

All courses:

Year credit (4 qtr. cr.) - 120 hours

Sem. credit (2 qtr. cr.) - 60 hours

GRADUATION REQUIREMENTS

Students must meet state testing requirements as set forth by the Minnesota Department of Education.

Documentation of enrollment of 48 semester classes and successful completion of **45** semester courses as detailed in the Career Planning Portfolio during grades 9-12 and as follows:

ENGLISH (8 semester credits)

2 English 9

6 English in grades 10-12

SOCIAL (7-8 semester credits)

2 Civics 9

2 U.S. History 10 Part 1&2

2 Social Studies 11 part 1&2

1 U.S. Politics/Economics 12

1 Social Studies elective (Optional)

HEALTH (1 semester credit)

FITNESS (1 semester credit)

SCIENCE (6 semester credits)

MATH (6 semester credits)

ARTS (2 semester credits)

OTHER CLASSES TO COMPLETE THE CONTENT AREAS: 16 semesters

HEALTH CONCERNS

Due to a number of health concerns among our students and the spreading of diseases and germs, the following are not allowed in school: sunflower seeds, peanuts or other nuts, and latex balloons. Only non-latex balloons may be brought into the school. Students should refrain from actions that encourage the spread of germs such as sharing drink bottles, sharing food, spitting into bottles, etc. Students are also encouraged to use hand sanitizer before lunch, wash hands frequently, and be cautious of sweat on gym equipment.

HEALTH PROBLEMS

Students with health problems are to report to the school health aide at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetics, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit students' activities at school.

HONOR ROLL

To obtain information on honor roll or class rank, check with the High School Principal. The honor roll will be posted in the Commons and will be printed in the *Maple Lake Messenger*.

ILLNESS

A student who becomes ill during the school day should report to the health aide's office after receiving a pass from his/her classroom teacher. Under no condition should the student leave the building without notifying the office. If the student is too ill to be in class, he/she will be sent home, after a parent/guardian is contacted by the health office. Students **should not** contact parents requesting to go home without the approval of the health office. The following policy on administration of medication in schools was approved by the Maple Lake School Board. Medication will be given only under the following conditions:

1. Medication will be given after receiving a written physician's order and parent/guardian authorization for prescription medication and after parent/guardian authorization for over-the-counter medication.
2. Medication must be brought to school in an appropriately labeled container:
 - a. **Prescription** medication must be brought to the school in a prescription bottle as issued by a pharmacist (Duplicate bottles can be obtained from the pharmacist upon request.). The label on the bottle must match the physician's orders. If the pills need to be cut in half, the medication must be brought to school already cut by the pharmacist or parent.
 - b. **Over-the-counter** medication must be brought in the original, sealed, purchased container with the child's name written on it.
3. Medications not taken orally, or which have the potential of dangerous side effects, will only be administered by a Registered Nurse.
4. All medication must be stored in the Health Office to be administered by Health Office personnel, under the supervision of the School Nurse.

ILLNESS ON DAY OF EXTRA-CURRICULAR ACTIVITY

Students may not participate in an extra-curricular activity if they were absent from school due to illness or injury on the day of the activity. To be eligible for an evening activity, students who were ill or injured must be in school by 12:00 PM for their afternoon classes. Students who have an unexcused absence for part of the day or who have been suspended out of school may not participate.

INCOMPLETES

If there is a mark of "I" in any quarter, a final mark cannot be figured until the required work is made up. Credit for that grading period cannot be granted until the work is completed. Incompletes will count against a student for Honor Roll calculations until the incomplete work has been completed. A mark of I (incomplete) may turn to an F (failure) at the end of five school days after the grading period unless special arrangements have been made by the instructor through the office.

INJURIES

Any student who is injured in school or while participating in a school sponsored activity should be sure to let his/her teacher, coach or supervisor and principal know about the injury. The school district is not liable for any injuries.

We wish to emphasize that the school district does not provide any type of health or accident insurance for injuries incurred by students at school. We encourage parents to review their present policies to determine if coverage is adequate.

LATE START

On the second Tuesday of each month, school will begin at 10:10 a.m. Students should not report until 10:00 a.m. The doors will be locked prior to that time. This time each month will be used as curriculum development in-service time.

LOCKERS

Each student will be assigned a locker with a combination lock. Under no circumstances is a student to open any locker not assigned to him/her. Do not give your combination to anyone. **If you have a valuable item, especially money, please leave it in the office for safe keeping.** Books and personal items may be kept in the locker but students are discouraged from leaving money or other valuables in lockers. **The lockers are the property of the school district and may be inspected by school officials at any time for any reason, without notice, without student consent and without a search warrant. The personal possessions and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover a violation of law or school rules. A second person will be present when a student search is conducted.** Students whose personal possessions have been searched will be notified of the search unless disclosure would impede an ongoing investigation. Students caught writing on or damaging lockers will be assessed an appropriate fine to offset the cost of cleaning or repairing the locker. The school is not responsible for items taken from lockers and/or the locker room.

Students may not switch lockers without notifying the general office. Failure to do so could result in the student no longer being allowed to use a locker. Misuse of lockers, sharing other students' combinations or entering someone else's locker without permission may result in the loss of use of a locker.

LOST AND FOUND ARTICLES

Articles found by students, teachers, etc., are to be turned into the General Office. If a student loses something, it should be reported to the office. Students should not carry large sums of money or other valuable items to school. **The school is not responsible for items taken from lockers and/or the locker room.**

LUNCH POLICIES

Lunch prices are \$2.45 for elementary students, \$2.65 for high school students and \$3.55 for adults. Extra milk may be purchased for \$.45 per carton. An extra entrée may be purchased for \$2. The adult price will be charged for a second meal purchased. A la carte items may be purchased on a cash basis after the regular lunch is served or charged to lunch account up to amount specified by parents. Breakfast is available for \$1.50 for students and \$2.05 for adults. Students who qualify for free or reduced meals will receive breakfast and lunch at no charge.

The computerized lunch ticket program allows students to deposit an amount of money into a family account for the purchase of meals or milk. Parents may send an amount to the lunch fund through the mail, their student(s), or by using a credit card or checking account via the online service (see lunch letter). Each student will be allowed to charge two meals per day—one at regular price and one at an adult price. If additional meals are charged consequences will occur. Eligibility forms for free and reduced meals were distributed to all families before school and are available throughout the year in the office. All meals, regular, free or reduced, will be handled in the same manner.

If a child has a known food allergy and/or is lactose intolerant, the Food Service Director must be notified in writing so alternate arrangements can be made to provide for that child.

MEDIA CENTER

The media center provides both print and electronic resources for educational reading and research. Unacceptable conduct may result in loss of library privileges. Books may be checked out for two weeks. Overdue notices will be distributed to students with overdue materials. If the materials are not returned the student will be assigned detention. At this time the student will not be able to check out further materials until the overdue materials are returned or replacement cost of the material is paid. Any student who habitually abuses the loan privilege may face further penalties. Internet contracts must be signed to use computers.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held after mid quarter. The fall conferences are scheduled for Monday, October 17, 2016. Spring conferences are scheduled for Thursday, February 23, 2017. Conference times for these evening sessions will be 4:00 p.m. until 7:00 p.m.

PASSES TO LEAVE THE BUILDING DURING THE SCHOOL DAY

Before a student leaves the building during the school day, he/she must get a permit from the office. Please take care of this before school. Except in emergencies, a written request signed by a parent or guardian will be required. Unless permission is expressly granted and the student receives a permit, it will be considered an unexcused absence.

PERFECT ATTENDANCE

Perfect Attendance Certificates will be awarded to students who have accumulated less than .5 day absence, excused or unexcused, and have not been absent from any class more than once, during each marking period.

PLEDGE OF ALLEGIANCE

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to recite or not recite the pledge.

PHYSICAL EDUCATION POLICIES

All students participating in Physical Education or using the Physical Education facilities are required to follow the policies established by the teachers in charge. Irresponsible or injury threatening behavior will not be allowed in the gym! Violation of the policy will result in detention or revocation of gym usage. Students will be assigned gym lockers. (See lockers) The school is not responsible for things taken from locker room.

POSTERS

If you wish to display or distribute any poster, sign, or notice in the hallway, please check with the High School Principal for approval.

POST SECONDARY ENROLLMENT OPTION

Students planning to use the Post High School option to attend a secondary institution part time or full time are encouraged to do so at the beginning of the school year or at the end of the first semester. Students will not be given credit for semester courses that they do not complete in accordance with Maple Lake High School policy.

REMAINING AFTER SCHOOL AND WEEKEND USE OF THE HIGH SCHOOL BUILDING

Students, adults and non-school employees are not permitted in the high school building after 3:30 p.m. on school days nor at anytime on holidays, weekends or during the summer months unless the individual: 1) is attending a school event or meeting with a teacher; 2) has permission or an invitation from a school official; or 3) has reported their presence in the school building to the hall supervisor.

An after school supervisor is present to monitor student activities and to insure student safety after school. The school board wishes to provide an opportunity for students to stay after for study time, media work and/or computer work as well as extra-curricular participation. If you stay after school, the following rules will apply beginning the first day of school:

1. All students staying after school, but not in an after school supervised activity, will be asked to wait in the commons. Students will be able to call home.
2. Students in the hall will be asked to go to the commons area. If a student refuses, he/she will be asked to leave the building.
3. If a student refuses to stay in the commons area or leave the building when asked, or if the student leaves and comes back, his/her parents will be notified of the incident and told that any further violation will result in the student not being allowed to stay after unless prior arrangements are made between the school and parent.
4. If a student stays after school without prior arrangements by the parents after his/her privileges have been revoked, and refuses to leave when asked, the authorities will be called.

If a student is acting inappropriately after regular school hours, the following may occur: the student may be placed on detention, asked to leave the building, parent conference, police referral, and/or loss of privilege to attend school activities.

According to MN law, it is a misdemeanor for a person to enter or be found in a school building unless the above guidelines are followed. A person, student, and/or adult, may also be prohibited from entering the school for up to six months on a full or part-time basis. Failure to comply with the restriction, "leave and do not return," will result in a misdemeanor and may result in an arrest.

REPORT CARD SCHEDULE

Parents may view grades on Parent Portal at anytime. Log on to the High School web site and follow directions. Report Cards will be given out four times each year. This year, student report cards will be distributed on the following dates:

1st quarter - Friday, November 11, 2016

2nd quarter - Friday, January 27, 2017
3rd quarter - Friday, April 7, 2017
4th quarter - Will be available to pick up after June 12, 2017 or will be mailed after June 29, 2017

SCHOOL LUNCH AND BREAKFAST

A web based system is being used this school year which will allow parents to check their balance and to electronically deposit money into an account. Watch for more information from Food Service regarding this process.

SOCIAL WORKER SERVICES

A social worker is available to provide assistance to you. If you need someone to talk to confidentially, see the social worker in the Counseling area.

STUDENT GOVERNMENT

The Maple Lake High School Student Council is an active group who represents the student body and plans activities throughout the year. For more information and/or a constitution of the Student Council, see any officer or the faculty advisor.

STUDENT PICTURES

Student pictures and identifying names will be printed in the school yearbook, school paper, and given to the local news media on those occasions that warrant it. However, any student or the student's parent if the student is under the age of 18 may request that his/her picture not be published in the media or in the school yearbook. This request is to be made in writing to the principal of the high school. This does not cover pictures taken by the news media of school events.

TELEPHONE MESSAGES

Except in emergencies, students will not be called out of class to take telephone messages. Messages will be delivered to students between classes or during study halls. The phone in the hall is available to students before and after school. If a student wishes to contact his/her parents/guardians during the school day, he/she should come to the office. Cell phones are not to be used for any calls without permission, or to send or receive text messages during class time.

THREE SPORT/ACTIVITY REWARD PROGRAM

Students that compete in an extracurricular activity each of the three seasons will be recognized for their efforts. See the activity handbook for details.

VISITORS TO THE MAPLE LAKE HIGH SCHOOL

Preschool or elementary age children are not allowed to visit high school classes. Students from other schools or other friends of Maple Lake students may not visit classes or lunches unless arrangements have been made with the principal in advance. Unless there are valid reasons why such students need to visit our school, the visit will normally not be approved. All visitors to Maple Lake High School must report to the Principal's Office to request a visitor's pass. Before leaving the building, visitor passes are to be returned to the office. Students from other schools or other friends of Maple Lake students will only be allowed to visit if a Maple Lake student is responsible for them. The student who accepts this responsibility will be accountable for all consequences of the visiting student's behavior.

WALKERS

Students walking to school rather than riding the bus should cross the highway at an approved crosswalk.

WELLNESS

All school districts that receive funding through the federal school lunch program are required to have a "Wellness Policy" in place. The policy includes nutrition guidelines, goals for nutrition education, and physical activity to

promote student wellness. The Maple Lake Public School Wellness Policy is located on our website at www.maplelake.k12.mn.us. We ask parental support to provide healthy diets for children.

WITHDRAWALS AND TRANSFERS

The procedure for withdrawal or transferring is as follows:

- (1) The parent or guardian must send a note or call the office in order for a student to withdraw or transfer.
- (2) The student must obtain the appropriate form from the office.
- (3) The student must have the form filled out by teachers, return all school books and property and make sure all fees are paid.
- (4) The student must take the completed form to the office for final clearance

SCHOOL BOARD POLICIES GOVERNING JUNIOR-SENIOR HIGH SCHOOL STUDENT BEHAVIOR

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STUDENT DISCIPLINE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 127.26 through 127.39. Disciplinary action may be taken against students for any behavior which is disruptive of good order or which violates the rights of others.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and administrators will support school personnel, who in dealing with students on disciplinary matters, act in accordance with state law and this policy.

I. STUDENT RESPONSIBILITIES

All students have the responsibility:

- for their behavior and for knowing and obeying all school rules, regulations and policies;
- to attend school daily and to be on time for all classes;
- to attempt to successfully complete the classes as taken;
- to make arrangements for making up work when absent from school;
- to assist the school staff in maintaining a safe school for all students;
- to volunteer information in disciplinary cases should they have the knowledge and to cooperate;
- to respect and maintain the school's property and the property of others;
- to dress in a manner consistent with school policy;
- to refrain from indecent or obscene language;
- to conduct themselves in an appropriate physical and verbal manner; and
- to recognize and respect the rights of others.

II. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. 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, 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. 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.
1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 2. The use of profanity or obscene language, or the possession of obscene materials;
 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 4. Hazing;
 5. Bullying;
 6. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 7. Violent opposition to authority;
 8. Misuse of cell phones;
 9. Using, possessing or distributing tobacco or tobacco paraphernalia including lighters and e-cigarettes;
 10. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances;

11. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, except as prescribed by a physician;
12. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
13. Using, possessing or distributing weapons or other dangerous objects;
14. Violation of the school district Weapons Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
17. Possession, use or distribution of fireworks, lighters, or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Violation of any local, state or federal law as appropriate;
19. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
20. Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, lasers, radios, CD players, backpacks and phones, etc.;
21. Violation of school bus or transportation rules or the school bus safety policy;
22. 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;
23. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
24. Possession or distribution of slanderous, libelous or pornographic materials;
25. 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 that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
26. Criminal activity;
27. Falsification of any records, documents, notes or signatures;
28. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
29. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;
30. Impertinent or disrespectful language toward teachers or other school district personnel;
31. Sexual abuse and/or harassment;
32. Actions, including fighting or any other assaulting behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
33. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
34. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
35. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
36. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
37. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
38. Disobedience or insubordination to teachers or other school district personnel;
39. Violation of school rules, regulations, policies or procedures;

40. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to students or school district personnel 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.

III. CORRECTIVE DISCIPLINARY MEASURES

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to correct undesirable behavior. It is the general policy of the school district to utilize progressive discipline based on the specific facts and circumstances of student misconduct. Disciplinary action may include, but is not limited to, one or more of the following: meeting with teacher, counselor, or principal; detention; restriction or loss of school privileges; parent conference with school staff; modified school program; class or school suspension; suspension from extracurricular activities, police referral; court referral; homebound instruction; financial restitution, assignment to alternative program, and expulsion or exclusion under the Pupil Fair Dismissal Act.

A. CLASSROOM INSTRUCTOR MEASURES

1. Request student conference alone or with liaison or principal.
2. Detention for a maximum of 5 days.
3. Telephone parent and request a parent-teacher conference.
4. Removal from class for willful conduct which disrupts the rights of others to an education, endangers others or the property of others, violations of school rules or other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

CLASSROOM MEASURES - Personal detention given by teachers for disruption of class will be held at a time set by the teacher. Failure to report for personal detention will result in general detention.

B. ADMINISTRATOR MEASURES

Carry out the prescribed discipline action as stated in the following section of this School Board Policy:

1. Class or School Suspension:

Students will not normally be suspended without an informal administrative conference. Students will also be served with a written notice containing grounds for suspension and other pertinent information. Parents will be notified via phone and mail. Ordinarily students will not be released from the building until parents have been notified by verbal communication. All provisions of the Pupil Fair Dismissal Act will be adhered to. If a student returns to school or a school sponsored activity without permission during a suspension, the action can be considered a violation of the suspension and may be cause for further disciplinary action.

2. Suspension of School privileges

School Administrators may suspend student privileges when appropriate.

3. Modified Student Programs

After consultation with parent and staff, the principal may alter the student's class schedule by transfer or exclusion.

4. Police and Court Referral

School Administrators may refer a student to the court for incorrigibility or truancy and may ask for the assistance of the local policing authority when appropriate.

C. SCHOOL BOARD MEASURES (Expulsion)

Expulsion shall be defined as an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year. Only the school board can expel a student and shall do so in accordance with the provisions of the Pupil Fair Dismissal Act. Upon notification of hearing for expulsion, a student will be provided with a copy of the law

D. DETENTION PROCEDURES

1. REASONS STUDENTS WILL BE ASSIGNED DETENTION

General Group Detention - held Tuesdays and Wednesdays from 3:00 p.m. to 3:50 p.m.

- a. Unacceptable behavior - in the hall, lunchroom, tardies, etc.
- b. Failure to report to assigned personal detention
- c. Skipping class or school (1st unexcused absence)
- d. Class suspension - 1st time in 9 week period
- e. Unacceptable behavior with substitute teacher

2. PROCEDURES TO BE FOLLOWED BY STUDENTS WHILE IN THE DETENTION ROOM

- a. The detention room will be kept quiet.
- b. Students must bring materials and be on time.
- c. Students may not communicate with other students.
- d. Students may not move around the room, eat or drink, place their head on their desk, sleep, or use electronic devices.

3. STUDENT VIOLATION OF DETENTION ROOM RULES WILL RESULT IN:

1st Violation: Student will receive one additional detention and will be warned of the consequences of a second violation.

Any Additional Violation: One day in-school suspension for each offense or equivalent days at wRight Choice.

4. STUDENTS WHO FAIL TO REPORT TO DETENTION

If a student fails to report to detention as scheduled, he/she will be given an additional detention.

In-school suspension, wRight Choice and/or restrictions may be assigned if the student refused to attend detention.

5. ALL DETENTIONS MUST BE TAKEN IN A TIMELY MANNER

A timely manner is usually considered to be within one week. Failure to do so may result in restrictions of hall privileges and/or activities.

E. SUSPENSION PROCEDURES

Students are suspended from classes/school for several reasons:

(1) behavior that disrupts the rights of others to an education, (2) conduct which endangers others or the property of others, (3) violation of school rules, or (4) other conduct, which in the discretion of the teacher or administration, requires removal of the student from class. **FAILURE TO LEAVE THE CLASSROOM OR ARGUING WITH THE TEACHER WHEN SUSPENDED WILL RESULT IN AN EXTRA DAY OUT OF CLASS.**

The first time a student is suspended from a class, he/she will spend the remainder of the class time in the office, and will serve one detention. Teachers will supply documentation in a timely manner before any further action is taken.

- (1) Teachers will call the office to report the suspension of a student or students.
- (2) Students suspended from a class will report to the General Office. **FAILURE TO REPORT TO THE OFFICE AS REQUESTED WILL RESULT IN ADDITIONAL DISCIPLINARY ACTION.**
- (3) Students will be given the opportunity to get school work.
- (4) Students will be supervised by a staff member.
- (5) Students will be assigned a seat and will not be allowed to move about the room.
- (6) Students will not be allowed to talk, play any type of games, or use electronics.

The second time a student is suspended from a class, he/she will receive a two day behavior intervention. The student will spend the remainder of that class period in suspension. A behavior intervention plan will be developed by the teacher and administration or Student/Parent/Teacher liaison. Students may be removed from numerous or all class periods depending upon the plan.

The following procedures will be used for IN SCHOOL SUSPENSIONS:

- (1) Students on a behavior intervention plan will be placed on Suspension.
- (2) Students will report to the office at 8:10 and remain as directed by the behavior intervention plan.
- (3) The student will eat his/her lunch as directed by the plan.
- (4) Students will be encouraged to do school work and will receive credit for work satisfactorily completed according to the behavior intervention plan.

(5) Names of students that have a current Individual Education Plan will be submitted to Special Education assessment team to determine if discipline is in congruence with handicap.

Students will not be allowed to return to class until they have completed their obligation as directed by the behavior intervention plan.

If a student breaks the suspension rules while in the Suspension Room, he/she will receive another day of the intervention plan.

The third time a student is suspended from a class, he/she will receive a five day intervention. The behavior intervention plan may include out of school suspension with parent notification or a referral to wRight Choice. A parent contact will be made before readmission to class. A contract will be developed with the student and teacher to determine the student's future in the class. This may include removal from the class with no credit upon further incidents. The number of suspensions is per nine week period.

ALCOHOL, DRUGS, OR CHEMICALS

A student shall not use or possess alcohol beverages or other drugs or chemicals including prescription drugs and over the counter medications in the school buildings, on school grounds or during any school sponsored activities. Drug and alcohol misuse or abuse is both wrong and harmful and can be prevented and treated. According to Minnesota statute, possessing an alcoholic beverage or drug on public school grounds is a misdemeanor. Students supplying drugs, including non-prescription drugs, is a policy violation.

A. Possession of the above will result in:

1. The student being removed immediately from his/her classes and the school if a parent or guardian can be reached.
2. The student being suspended from all extra-curricular activities on the day of the occurrence. Further participation in all extra-curricular activities will be governed by the Minnesota State High School League Regulations as well as local policies of activity advisor.
3. The Sheriff's Department will be notified so legal action may take place.

B. Use of the above will result in:

1. The student being removed immediately from the school by a parent or guardian if they can be reached or placed in isolation until a parent can be reached. If the student is unmanageable, uncontrollable, or noticeably impaired, the student will be removed by the Sheriff's Department.
2. The Sheriff's Department will be notified so legal action may take place.
3. The student being suspended from all extra-curricular activities on the day of occurrence. Further participation in all extra-curricular activities will be governed by the Minnesota State High School League Regulations as well as local rules set by activity advisors.

OFF-CAMPUS BEHAVIORS

Students may be held accountable for off-campus behaviors. These behaviors could include, but are not limited to illegal activity, inappropriate use of social media, texting, etc. School officials are professionally obligated to investigate and/or contact law enforcement if any behaviors affect the school climate, the learning environment for any student, or if behaviors are illegal. Disciplinary action will follow school policy and past practice, which includes the possibility of a violation of Minnesota State High School League rules under the code of conduct.

GUIDELINES FOR PROPER CONDUCT

A. In Assemblies:

1. Give the program your utmost cooperation.
2. Be attentive regardless of the nature of the program, if for no other reason than to demonstrate that courtesy is an active part of your personality.
3. Treat all performers as your guests.
4. Applause should be given only at such times as it is in order and in good taste.

B. At Athletic Contests:

1. Sit in your school's cheering section.
2. Cooperate at all times with your cheerleaders.
3. Treat visiting contestants and spectators as guests.
4. Never "boo" game officials or opposing contestants.
5. Conduct yourself at all times in a manner that will reflect credit upon yourself and the school.
6. Students riding the bus to athletic contests or other school activities must return on the bus unless special permission is given.

C. In the Cafeteria:

1. Students may only be in the cafeteria during their assigned lunch period.
2. Enter the cafeteria through the west door.
3. Leave the cafeteria through the east door.
4. Follow procedures as requested by lunch supervisors.
5. Keep the lunch line orderly.
6. Do not throw food or containers of any kind for any reason.
7. Additional rules may be established and posted!
The administrators reserve the right to prohibit students from eating lunch in the lunchroom for violation of the procedures.

D. In the Halls:

1. WALK!
2. Be considerate of others.

E. While under the Supervision of Substitute Teachers: Our school is fortunate in having capable people to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate as you would be to your regular teacher.

DANCE POLICIES

1. Times of dances will be determined on each occasion by the administration with regard to the day and date as well as the age group involved. Students are asked to have a ride ready at the end of the dance. Please do not wait and call after the dance is finished. This action may result in earlier completion time to allow for rides to be called and students to be escorted home safely.
2. Alumni and out-of-town students are allowed at dances as a date only (signed up in advance). The only exception is the homecoming dance where all alumni are invited.
3. Students who leave the building where the dance is being held will not be allowed back in to the dance.
4. Dances will be chaperoned by a minimum of 3 teachers and 1 administrator.
5. Chaperones will schedule the areas to be supervised in advance of each dance.
6. No student, regardless of age, is allowed to smoke, use alcohol or drugs.
7. Students who have a discipline infraction the week leading up to the dance will not be allowed to attend the dance.
8. Students who have unresolved detention time, make-up time, or in-school suspension time will not allowed to attend the dance.

Violation of Policies:

- A. 1st Offense: Student will be sent home from the dance. Administrator will phone the parents informing them of the violation and follow-up this conversation with a letter.
- B. 2nd Offense: Student will be excluded from the remainder of school dances for that year.
- C. Any illegal violations will be handled by the police.

DRIVING REGULATIONS

Students who drive to school will be asked to follow these regulations:

1. Student parking is located in the north and south lots.
2. Vehicles must stay out of the bus loading area at all times.

3. Vehicles must stay out of the handicapped parking area and visitor's area during school hours. Such areas are designated on the south and west side of the school. Additionally, students may not park on the west side of the high school building. Driving privileges will be restricted for those in violation and/or tags issued.
4. All vehicles must be legally parked in appropriate areas (between the marked lines, etc.)
5. All vehicles may be requested to display a Maple Lake High School parking sticker. This may be necessary so we know which vehicles belong on school property and which ones need to be ticketed or towed for illegal parking.

SQUIRT GUNS, WATER BALLOONS, SNOWBALLS

Possession or use of devices to squirt water including, but not limited to squirt guns, water balloons, or snowballs at school or at school activities will automatically result in two detentions and possible additional consequences. Further use or possession may result in suspension or expulsion.

TAMPERING WITH FIRE EXTINGUISHERS AND FIRE ALARMS

Tampering with Fire Extinguishers and Fire Alarms is a violation against the Minnesota State Fire Marshal's authority and subject to a misdemeanor charge. Pulling a fire alarm will result in referral to the Sheriff's department. Jumping up and touching the detectors in the hall will set off the alarm system. This intentional tampering will result in suspension and may be turned over to the authorities for investigation

THEFT AND VANDALISM

Theft and/or vandalism will not be tolerated either on or off school property. Either act will result in in-school suspension, suspension from school, or a referral to wRight Choice based on the severity of the act and at the discretion of the principal. The student will be referred to the police and will be held responsible for payment of damages as determined by the court.

THREATS OR ASSAULT ON A SCHOOL EMPLOYEE, ANOTHER STUDENT, OR OTHER PERSON WHO MAY BE VISITING THE SCHOOL

Verbal Abuse and Disrespect of School Personnel

Conduct, including profanity, behavior demonstrating lack of respect and the failure to respond appropriately to reasonable direction by school personnel, including substitute teachers, will result in suspension and/or referral to wRight Choice.

Threats or Assault on another person, student, school or non-school personnel, Bullying

A student shall not intentionally do bodily injury to any person or threaten any person, or be involved in intimidation, bullying, harassment, or extortion, or knowingly possess, handle or transmit any object that can reasonably be considered a weapon on school grounds or at any school activity, off school grounds. Students should seek adult intervention if confronted with any of the preceding behaviors. For information regarding bullying, see the district bullying policy.

Violation of policy will result in following consequences:

1. Students involved in verbal or physical threats will be suspended from school or referred to wRight Choice.
2. A student who threatens bodily harm to another person while in possession of a weapon shall be dealt with under the policy dealing with weapons.
3. Students who engage in fighting with another person will be suspended from school for up to 5 days or referred to wRight Choice. Fighting shall be characterized by aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving or scuffling".

Weapons

Possession of a weapon will result in (1) an out-of-school suspension for five days, (2) confiscation of the weapon, (3) notification of the police department, (4) notification of parents/guardians, and (5) a recommendation to the Superintendent that the student be dismissed from school for a time not to exceed one

calendar year. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or a school activity. Weapon means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others including look-alike squirt guns), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, stun guns, tools used to threaten and ammunition. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

TOBACCO

Smoking, chewing, or use of tobacco in any other form including the use of e-cigarettes at school, or on a school bus, on school property, or at a school sponsored activity is prohibited and shall be considered grounds for suspension, exclusion or expulsion. Furthermore, having tobacco on one's person or in one's possession is considered to be a prohibited substance for students in school buildings, on school grounds, and at public school events wherever they are held.

- a. First Violation: The student will be suspended from school or referred to wRight Choice for three (3) school days. Prior to his or her reinstatement to classes, the student must participate in a conference at school with a parent and principal.
- b. Second Violation: The student will be suspended from school or referred to wRight Choice for five (5) school days. Prior to his or her reinstatement to classes, the student must participate in a conference at school involving a parent and principal. Information regarding tobacco use therapy programs will be provided to parents.
- c. Third Violation: The student will be suspended from school or referred to wRight Choice for five school days. Prior to his or her reinstatement to school, the student must participate in a conference at school involving a parent and the principal. During the conference, services available to the student and parents will be outlined, including services provided by the school social worker and school psychologist, professional counseling and tobacco-free help programs. Recommendations will be made and the seriousness of further infractions of the policy will again be fully explained.
- d. Fourth Violation: The student will be suspended from school. The building administrator will make a recommendation to the Superintendent that the student be expelled from school not to exceed one calendar year. During the time required for the expulsion process, the student will be provided with homebound or some alternative form of instruction. The recommendation to expel will be forwarded by the Superintendent to the School Board unless an alternative plan is worked out. That is, the Superintendent, or designee, will offer to meet with the student and parent in a conference to determine whether to proceed with expulsion or by mutual agreement to implement an alternative educational program.

TRANSPORTATION TO EXTRA-CURRICULAR ACTIVITIES

Students participating in Athletics, Music activities, Speech, or Drama activities, or any school sponsored activity, must be transported to all away events by the school supplied vehicles. The only exception is, with prior approval, a student may ride with his/her parent or guardian. Any student violating this policy shall be automatically suspended from the activity for the remainder of that school term.

STUDENTS MAY BE SUSPENDED FROM RIDING THE BUS TO EXTRA-CURRICULARS DUE TO MISBEHAVIOR WHICH MAY ALSO RESULT IN SUSPENSION FROM THE ACTIVITY.

UNEXCUSED ABSENCE (TRUANCY)

See Attendance Policy in the first section of the handbook.

UNOFFICIAL SKIP DAY

If a student is involved in an unofficial skip day, he/she will receive two additional days suspension from classes and/or additional consequences at the discretion of the High School Principal. According to our school policy, if a student has six absences from a class, that class is failed for the quarter. Extenuating circumstances presented at

a parent conference may be given consideration by a review committee; however, the policy also states "In no case will a student with an unexcused absence or truancy be granted an extension to the absentee limit." This would mean that any student involved in an unofficial skip day would have two remaining days for the rest of the quarter in which they could be absent without failing that class. Absences incurred while a student is on homebound instruction do not count toward the six absences which lead to class failure. Students absent due to extended injury, illness, or pregnancy may upon parent or guardian request be placed on homebound instruction.

VENDING MACHINES

CANDY MACHINE /CAFETERIA A LA CARTE - The machine is on before and after school. Misuse or littering will result in loss of privileges.

VENDING MACHINES. Machines are available prior to 8 a.m. and after the buses leave in the afternoon.

DISTRICT POLICIES: COMPLAINTS AND GRIEVANCES, EQUAL OPPORTUNITY, SEXUAL HARASSMENT, HAZING PROHIBITION, BULLYING

COMPLAINTS AND GRIEVANCES

The Board realizes that there may be conditions in the school system that need improvement and that students should have some means to effectively express their concern, which will be considered and handled with fairness.

Students' complaints and grievances shall be resolved through orderly process and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided to any student or his/her parents to discuss with the teacher a decision or situation which the student considers unjust or unfair.
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration and action.
3. If the matter is still unresolved, it may be brought to the superintendent for his/her consideration.
4. Complaints that remain unresolved following any action of the superintendent may be referred in writing or through taped conversation with the Board.

As stated in the Equal Opportunity Policy, a very detailed procedure has been developed to help in processing complaints and grievances. Each step is explained and a timeline is established to aid in the resolution of the complaint or grievance. A copy of the grievance procedure may be obtained from the building principals or the superintendent.

EQUAL OPPORTUNITY POLICY

The Maple Lake School District, in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of sex, race, religion, color, national origin, economic status, marital status, pregnancy, or disability in the following areas:

- | | |
|--------------------------------|-------------------------------------|
| A. Education Practices | B. Employment Practices |
| 1. Access to course offerings | 1. Employment criteria |
| 2. Curricular materials | 2. Hiring and termination |
| 3. Counseling practices | 3. Job classification and structure |
| 4. Extra-curricular activities | 4. Marital or parental status |
| 5. Athletics | 5. Employment |

6. Use of school facilities

6. Pre-employment inquiries

Inquiries regarding policy compliance and the grievance process for non-compliance should be made to, the Superintendent of Schools, Equal Opportunity Officer. **If a student feels discrimination of any form, an adult in school should be notified.** Copies of the grievance procedure may be obtained from the building principals or the Superintendent (see Parent Handbook for complete policy).

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY PROHIBITING HARASSMENT AND VIOLENCE

It is the policy of Independent School district No. 881 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of School District 881 to harass a student, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon student, teacher, administrator or other school personnel.

The School district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. **Sexual harassment** consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, or;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education, or;
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

5. Unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status, or:

6. Unwelcome behavior or words directed at an individual because of gender.

B. **Racial harassment** consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

C. **Religious harassment** consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or;
3. Otherwise adversely affects an individual's employment or academic opportunities.

D. **Sexual violence** is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. **Racial violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. **Religious violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. **Assault** is:

1. An act done to another with intent to cause fear of immediate bodily harm or death;

2. The intentional infliction of/or attempt to inflict bodily harm upon another; or
3. The threat to do bodily harm to another with the ability to carry out the threat.

REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student, teacher, administrator, or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence by a student, teacher, administrator, or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

- A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the District Human Rights Officer by the reporting party or complainant.

- B. District-Wide The School Board hereby designated Maureen Donohue as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights Officer, including mailing address and telephone number.

- C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- D. Use of formal reporting forms is not mandatory.
- E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, take appropriate action, and to conform to any discovery or disclosure obligations.

INVESTIGATION AND RECOMMENDATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by School district.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents seemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School district should consider the surrounding circumstances, the nature of the behaviors, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a complete report to the superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, redemption, termination, or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.
- B. The result of the investigation of each complaint filed under these procedures will be reported in writing the complaint by the School District in accordance with state and federal law regarding data or records privacy.

REPRISAL

The School district will discipline an individual or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. S626.556, Reporting of Maltreatment of Minors, may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B. This policy shall appear in the student handbook.

C. The School District will develop a method of discussing this policy with students and employees.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

HAZING

PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II.GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan direct, encourage, aid or engage in hazing or bullying.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing 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

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, 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 deter violations and to appropriately discipline prohibited behavior. 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, school district policies and regulations.

VI. 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 retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school Building and Staff handbooks.

BULLYING PROHIBITION

PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a

student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
 - F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
 - G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
 - H. "Student" means a student enrolled in a public school or a charter school.

IV. **REPORTING PROCEDURE**

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

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

perpetrator, and other affected individuals as appropriate.

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

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

V. **SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other

prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident and of the remedial or disciplinary action taken, to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. **NOTICE**

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

included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. **POLICY REVIEW**

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

BACKGROUND CHECKS

Maple Lake Schools requires employees and coaches to submit to a background check Pursuant to Minnesota Statute 123B.03. Please consult I.S.D. #881 Policy #404 for details.

VOLUNTEERING AT SCHOOL

Volunteers in the Maple Lake School District are always welcome. Before volunteering, everyone must attend a Volunteer Orientation or complete the required orientation through the Community Care Coordinator. School volunteers may be requested to have a background check as do all employees. (See the Maple Lake School District policy regarding background checks.) Volunteers must prearrange with the school before volunteering. Please contact Community Care Coordinator at (320) 963-6600 or email at dahlstromc@maplelake.k12.mn.us.

Maple Lake High School (320)963-3171, Fax (320)963-3170

Website: www.maplelake.k12.mn.us

MAPLE LAKE HIGH SCHOOL

What should you do?

If you are tardy for school after 8:10 a.m.:

Report to the High School Office.

If you are tardy to class:

Report to your classroom. The office **WILL NOT** give tardy passes to class.

If you are absent:

Parents should call the office on the day of absence (320-963-3171). If parents do not call, bring a note from home when you return to school and get a make-up slip in the High School Office.

If you have lost or found something:

Bring it to or inquire at the High School Office.

If you want to try out for one of the Athletic teams:

See the coach or the Activities Director.

If you wish to join a club or activity:

See the sponsor or one of the officer's of the club.

If you wish to make suggestions about improving your school:

Contact your Student Council representative or an administrator.

If you want to change your schedule:

Contact the Guidance Counselor or High School Principal.

If you wish to be placed in limited Phy Ed for reasons of health:

Bring a request from your doctor to the nurse.

If you feel sick or hurt yourself during school:

Get a pass from your teacher; check in the High School Office; go directly to the nurse.

If you have a good excuse and wish to be excused from school:

Bring a written parent approval to the office prior to the day you wish to be gone. If you plan to go on a family trip, pick up an Extended Trip Form in the High School Office at least one week before the trip.

If you have any questions about school policies or procedures:

See the High School Principal

If your phone number or address is changed during the school year:

Report the change to the High School Office as soon as possible.

If you are late to the lunchroom:

Get a pass from the supervising teacher.

If you need a copy of your schedule:

You may **purchase** duplicate copies of your schedule for \$.10 each in the High School Office.

2016-2017 SCHOOL CALENDAR
MAPLE LAKE PUBLIC SCHOOLS
 Board approved 3/14/16

July 2016				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2017				
M	T	W	T	F
XX	3	4	5	6
9	[10]	11	12	13
16	17	18	19	20
WD	24	25	26	27
30	(31)			

DEFINITION OF SYMBOLS	
WD	= Teacher Workshop Day (No Students)
XX	= Holiday or Vacation
[]	= Late Start/Staff Development Day
()	= Parent/Teacher Conferences
-	= Important Days to Remember

AUGUST 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
WD	WD			

FEBRUARY 2017				
M	T	W	T	F
				3
6	7	8	9	10
13	[14]	15	16	17
XX	21	22	(23)	24
27	28			

SPECIAL CALENDAR DAYS	
Aug 30-Sept. 1	Teacher Workshop Days - No School
Aug. 31	Open House
Sept. 5	Labor Day - No School
Sept. 6	First Day of Classes
Sept. 13	Late Start/Staff Development Day
Oct. 11	Late Start/Staff Development Day
Oct. 17	High School Evening Parent/Teacher Conferences
Oct. 17 & 18	Elementary Evening Parent/Teacher Conferences
Oct. 19	Elementary Parent/Teacher All-Day Conferences
Oct. 20-21	Fall Holiday - No School
Nov. 4	End of 1st Quarter - High School
Nov. 7	Teacher Workshop Day - No School
Nov. 8	Late Start/Staff Development Day
Nov. 24, 25	Thanksgiving Vacation - No School
Dec. 2	End of 1st Trimester - Elementary
Dec. 13	Late Start/Staff Development Day
Dec. 22	Last School Day Before Christmas Vacation
Dec. 23-Jan. 2	Christmas Break
Jan. 3	Classes Resume
Jan. 10	Late Start/Staff Development Day
Jan. 20	End of 2nd Quarter - High School
Jan. 23	Teacher Workshop Day - No School
Jan. 31	Elementary Evening Parent/Teacher Conferences
Feb. 2	Elementary Evening Parent/Teacher Conferences
Feb. 14	Late Start/Staff Development Day
Feb. 20	Presidents' Day - No School
Feb. 23	High School Evening Parent/Teacher Conferences
March 3	End of 2nd Trimester - Elementary
March 14	Late Start/Staff Development Day
March 24	End of 3rd Quarter - High School
March 24	Last School Day Before Spring Vacation
*March 27	Teacher Workshop Day - No School
March 27-31	Spring Break - No School
April 3	Classes Resume
April 11	Late Start/Staff Development Day
April 14	Good Friday - No School
May 9	Late Start/Staff Development Day
May 29	Memorial Day - No School
June 2	Commencement
June 2	Last Day of Classes
June 5	Teacher Workshop Day
**June 6	Teacher Workshop Day

SEPTEMBER 2016				
M	T	W	T	F
			WD	2
XX	6	7	8	9
12	[13]	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	[14]	15	16	17
20	21	22	23	24
WD	XX	XX	XX	XX

OCTOBER 2016				
M	T	W	T	F
3	4	5	6	7
10	[11]	12	13	14
(17)	(18)	(19)	XX	XX
24	25	26	27	28
31				

APRIL 2017				
M	T	W	T	F
3	4	5	6	7
10	[11]	12	13	XX
17	18	19	20	21
24	25	26	27	28

NOVEMBER 2016				
M	T	W	T	F
	1	2	3	4
WD	[8]	9	10	11
14	15	16	17	18
21	22	23	XX	XX
28	29	30		

MAY 2017				
M	T	W	T	F
1	2	3	4	5
8	[9]	10	11	12
15	16	17	18	19
22	23	24	25	26
XX	30	31		

DECEMBER 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	[13]	14	15	16
19	20	21	22	XX
XX	XX	XX	XX	XX

JUNE 2017				
M	T	W	T	F
			1	2
WD	WD	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Quarter Ending Days for the High School		
1st Quarter Ends	November 4	42 Days
2nd Quarter Ends	January 20	45 Days
3rd Quarter Ends	March 24	43 Days
4th Quarter Ends	June 2	43 Days
		173 Days

Total Student Days	-	173
Total Workshop Days	-	8
Total Teacher Work Days	-	181

Trimester Ending Days for the Elementary School		
1st Trimester Ends	December 2	58 Days
2nd Trimester Ends	March 3	56 Days
3rd Trimester Ends	June 2	58 Days
Conference Day on October 19		1 Day
		173 Days

* Elementary teachers do not have to report on these days if they attended evening parent/teacher conferences.
 **High School teachers do not have to report on this day if they attended evening parent/teacher conferences.

Potential Make Up Days for Cancellations:	February 20
	June 5
	June 6

	PRIDE	RESPECT	RESPONSIBILITY
Classroom	Be an active learner Pick up and keep classroom clean Do your own work and do it well	Respect self, others, and property Honor and be kind to others Use appropriate language, volume and tone Participate Cooperatively	Arrive quietly and on time Be prepared and organized Follow cell phone policy Stay on task and attentive Complete all assignments on time
Hallways	Keep it clean Help others and be friendly	Be respectful of yourself, classmates, staff, personal space and property Use appropriate language, volume and tone Keep traffic areas clear Respect classes in session	Know and comply with school policies Keep the flow of the hallways moving
Cafeteria	Leave cafeteria clean Relax, enjoy, be social	Use manners Respect property and personal space Use appropriate language, volume and tone Be patient	Take only what you will eat Finish and leave in a timely manner
Media Center & Computer Labs	Encourage success in self and others Leave the area clean Use for academic purposes	Use equipment appropriately Stay on task Share and respect needs for resources Be quiet and courteous	Follow district computer use policy Clean up after yourself Return materials
Restroom	Keep restrooms clean Conserve water, paper, soap Use it for intended purposes	Respect privacy of others Treat property with respect Use appropriate language, volume, & tone	Flush Wash hands Be Quick Keep your cell phone put away
Academic Prep	Use time wisely Be actively engaged in schoolwork or reading	Respect others needs & rights for a quiet academic prep, to work without distractions Use appropriate language, volume and tone	Arrive with work to do or something to read Bring a pass with you from a teacher or media to go to media center, counselor, etc.
Extra Curricular Activities	Get involved & support activities Be a positive representative of our school Gather belongings & litter when leaving	Respect self, others & facilities Keep comments positive Honor others who participate	Know & adhere to code of conduct Practice good sportsmanship Cheer appropriately Do your best Maintain good grades

Irish Pride

- Pride
- Respect
- Responsibility

**We are
proud
to be the
Maple Lake
IRISH!**

