

# *Lake Park Audubon High School*

*Home of the “Raiders”*



## *Student Rights & Responsibilities Handbook*

*2018-19*

*Lake Park Audubon High School*

*ISD 2889*

*611 Vigen Lane*

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[www.lakeparkaudubon.com](http://www.lakeparkaudubon.com)

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Dear Students and Parents/Guardians,

Welcome to Lake Park Audubon High School and the 2018-19 school year!

Our focus as a school is to provide opportunities for all students to succeed. Your involvement and support is a vital component in accomplishing the mission of Lake Park Audubon School District 2889. With students, parents/guardians and school staff working together we will make this an outstanding year.

To help you be successful, this handbook containing an explanation of LPA expectations and policies has been prepared for your reference. It is important that you become familiar with the procedures and regulations that govern the school. All students are required to abide by the Rights and Responsibilities Handbook. Some rules are condensed in this handbook; however, complete policies are available on the district website. Students and parents/guardians, please take time to read and discuss the Student & Parent/Guardian Handbook and to keep it handy for future reference.

If at any time you have any questions about the information in this handbook, please stop by for a visit or contact me at 218-325-0754 or email [mmerchant@lpa.k12.mn.us](mailto:mmerchant@lpa.k12.mn.us).

As your principal, I would personally like to welcome you. I am looking forward to a successful year at Lake Park Audubon High School. Together students, parents/guardians, faculty, staff and administration will achieve a rewarding year for each student at LPA. It is good to be part of the Raider Nation! Go Raiders!

Sincerely,

Mary Merchant,  
Secondary Principal

## **Mission**

To prepare students with the academic, social, and life skills to succeed in a changing world.

## **Vision Statement**

An innovative district of choice inspiring students to excel in school and life.

This handbook and its contents were approved by the Lake Park Audubon School Board of Education at the July 23, 2018 Board meeting. Several of the policies in the student handbook are condensed. The handbook may be changed or amended anytime during the school year. Updated handbooks with changes will be posted on the District website. If you have any questions about a provision, contact the principal. All students at Lake Park Audubon High School will be provided access to handbooks when they begin attending school each year.

### **SCHOOL RESPONSIBILITY AND AUTHORITY**

All employees and students of Lake Park Audubon School have the responsibility to enforce school regulations. The principal, teachers, office personnel, cooks, bus drivers, student supervisors, paraprofessionals, custodians and fellow students have the right and responsibility to correct those who violate school rules.

### **SCHOOL TELEPHONE DIRECTORY**

Main Line 218-325-0754  
Bus Garage & Transportation Director 218-238-5657

### **BOARD OF EDUCATION**

Darrel Pederson, Chair	David O'Connell, Vice Chair	Marvin Vareberg, Clerk	
Skye Bjerke, Treasurer	Mark Johnson	Mande North	Bryan Wetli

### **SCHOOL DAY**

School starts at 8:30 a.m. and dismisses at 3:08 p.m. Classes are 50 minutes long and are followed by a 4-minute passing period. You are tardy to class if you are not in the classroom when the bell rings.

### **ANNOUNCEMENTS**

Announcements will be read daily and posted outside the high school office. The announcements will originate in the high school office. Student written announcements must have the approval of the advisor of the specific activity. Hearing or reading the announcements is the responsibility of each student. Each post-secondary options student must make his/her own arrangements for keeping informed of high school activities and announcements.

### **ASSEMBLIES AND PEP FESTS**

Assemblies are held for the benefit of students, and therefore, require full participation of all students. Students contribute to the success of assembly programs by being on time and taking assigned seats promptly, showing appreciation and consideration by being attentive and applauding with vigor and pep, not with prolonged applause, whistling, stomping, booing, or other rowdy behavior.

Each head coach may request two pep fests per season. A meeting of the advisor, the coach and the athletic director will set the dates and times. Additional pep fests may be scheduled for tournament play.

### **BEVERAGES & FOOD**

Beverages and food items are permissible in the common areas as long as they do not cause a problem and garbage is disposed of properly.

### **CHANGE OF INFORMATION**

Parents are asked to keep the school office informed of changes in address, telephone numbers, and emergency information. This is extremely important so that we are able to contact parents in case of illness or an emergency. Change of information can be completed online through Synergy portal.

## CALENDAR 2018-2019

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Fall Activities Orientation for Grades 7-12 – 4:30 – 8:00 pm	Aug 8
Faculty Workshop – 8:00 AM – 4:00 pm	Aug 27, 28, 29, 30
Faculty Workshop – Noon – 7:45 pm	Aug 29
7 <sup>th</sup> Grade Orientation – 4:00 pm	
Elementary and High School Open House 5:00 – 7:00 pm	
First Day of Classes	Sep 4
No School, Faculty Workshop	Sep 24
Midterm Quarter 1	Oct 5
No School, Education MN	Oct 18-19
End of 1 <sup>st</sup> Quarter	Nov 2
No School, Faculty Workshop	Nov 5
Parent/Teacher Conferences (school dismisses @ 1:30 pm)	Nov 13 (4-7:45 pm)
Parent/Teacher Conferences (school dismisses @ 1:30 pm)	Nov 15 (4-7:45 pm)
Thanksgiving Break (school dismisses at 1:30 pm)	Nov 21
Thanksgiving Break (No School)	Nov 22-23
End of Trimester 1	Nov 29
Midterm Quarter 2	Dec 7
Winter Break (No School, Early Dismissal @ 1:30 pm)	Dec 21
Winter Break (No School)	Dec 24-Jan 1
School Resumes	Jan 2
End of 2 <sup>nd</sup> Quarter	Jan 18
No School	Jan 21
No School	Feb 18
Midterm Quarter 3	Feb 22
Parent/Teacher Conferences (school dismisses @ 1:30 pm)	Feb 19 (4-7:45 pm)
Parent/Teacher Conferences (school dismisses @ 1:30 pm)	Feb 21 (4-7:45 pm)
End of Trimester 2	Mar 1
No School, Faculty Workshop, End of 3 <sup>rd</sup> Quarter	Mar 21
No School	Mar 22
Midterm Quarter 4	Apr 18
Spring Break	Apr 19-22
End of 4 <sup>th</sup> Quarter/ 2 <sup>nd</sup> Semester/Trimester/Last Day of Classes	May 24
Graduation Day	May 26
Memorial Day	May 27
Faculty Workshop (No School)	May 28-29

**CLASS SCHEDULE**

<u>Period</u>	<u>Starts</u>	<u>Ends</u>
Warning tone	8:25 am	
1 <sup>st</sup>	8:30	9:20
2 <sup>nd</sup>	9:24	10:14
3 <sup>rd</sup>	10:18	11:08
<u>Grades 7-8</u>		
Lunch	11:08	11:36
4 <sup>th</sup>	11:36	12:26
<u>Grades 9-12</u>		
4 <sup>th</sup>	11:12	12:02
Lunch	12:02	12:30
5 <sup>th</sup>	12:30	1:20
6 <sup>th</sup>	1:24	2:14
7 <sup>th</sup>	2:18	3:08

**1:30 Dismissal**

<u>Period</u>	<u>Starts</u>	<u>Ends</u>
Warning tone	8:25 am	
1 <sup>st</sup>	8:30	9:05
2 <sup>nd</sup>	9:09	9:44
3 <sup>rd</sup>	9:48	10:23
4 <sup>th</sup>	10:27	11:02
<u>Grades 7-8</u>		
Lunch	11:02	11:32
5 <sup>th</sup>	11:32	12:08
<u>Grades 9-12</u>		
5 <sup>th</sup>	11:06	11:42
Lunch	11:42	12:12
6 <sup>th</sup>	12:12	12:49
7 <sup>th</sup>	12:53	1:30

**SCHEDULE CHANGES**

Students may drop and add courses for the upcoming semester prior to the beginning of the next semester as well as make schedule changes the first two days of the new semester. All schedule changes must be approved by the counselor and should be made for the following reasons: (1) a change in career goals, (2) to meet graduation requirements, and (3) teacher recommendation.

No “drops” or “adds” will be allowed after the second day of the semester except in cases to be determined by the teacher(s) involved, the student and/or parent making the request, and the counselor.

**CLASSROOM EXPECTATIONS AND GUIDELINES**

The teacher will post classroom expectations at the beginning of the semester/year. Academic dishonesty will be addressed by each teacher, which may result in loss of credit for the academic task(s) in question.

**COUNSELING SERVICES**

The school has a full time counselor who is available every day. Students can meet individually, in small groups, or in the classroom. Contact the counselor’s office for more information.

**Morning Raider Rally Schedule**

<u>Period</u>	<u>Starts</u>	<u>Ends</u>
Warning tone	8:25 am	
1 <sup>st</sup>	8:30	9:10
2 <sup>nd</sup>	9:14	9:54
3 <sup>rd</sup>	9:58	10:38
Morning Rally	10:42	11:08
Regular class schedule the remainder of the day		

**Afternoon Raider Rally Schedule**

<u>Period</u>	<u>Starts</u>	<u>Ends</u>
Regular class schedule until Fifth period		
5 <sup>th</sup>	12:30	1:10
6 <sup>th</sup>	1:14	1:54
7 <sup>th</sup>	1:58	2:38
Afternoon Rally	2:42	3:08

**Two Hour Late Start Schedule**

<u>Period</u>	<u>Starts</u>	<u>Ends</u>
Warning tone	10:25 am	
2 <sup>nd</sup>	10:30	11:05
<u>Grades 7-8</u>		
Lunch	11:05	11:35
4 <sup>th</sup>	11:35	12:18
<u>Grades 9-12</u>		
4 <sup>th</sup>	11:09	11:52
Lunch	11:52	12:22
1 <sup>st</sup>	12:22	12:52
3 <sup>rd</sup>	12:56	1:26
5 <sup>th</sup>	1:30	2:00
6 <sup>th</sup>	2:04	2:34
7 <sup>th</sup>	2:38	3:08

## **ABSENCES**

A student who leaves school during the day will be excused only through the office with the consent of his/her parent/guardian and must sign out.

**Excused** absence indicates an absence from school with parent/guardian consent and school permission. The following absences are excused within the limits per trimester/semester allowed:

Quarantine, hospitalization or death in the immediate family or of a close friend or relative.

Funerals with permission from parent/guardian.

Family emergencies.

Court appearance, probation visits, etc. Student must present an appointment card.

Clinic or hospital appointments (dental, medical, vision, counseling or mental health) that cannot be arranged at another time. Student must present an appointment card.

Student illness or injury during the school day. Serious illness in the student's immediate family.

Religious activity participation.

Physical emergency conditions such as fire, flood, storm, impassable roads, etc.

Parent requested and approved absences i.e. family vacations, family needs, hunting, fishing etc. Parents must submit a written request stating date/time and the reason for the absence prior to the absence. Students are responsible for obtaining an advance make-up slip in the office.

School directed excused absences which would include, but are not limited to: field trips, athletic contests, interscholastic contests, music lessons, student council, team meetings with advisors/coaches, support groups, college or recruiter visits, pre-arranged excused absences for student participation in non-school competition and performance activities, spectators at state/regional competitions when LPA is not participating; student spectators must have parent/guardian approval, driver's permit test, school suspensions and other circumstances approved by school administration. Suspensions are excused absences and students will be expected to complete make-up work.

**Unexcused Absences** include absences detected by the school and not verified by the parent as an excused absence other than those listed above. Any absences in which a student and/or parent/guardian fails to comply with LPA reporting attendance procedure is unexcused. Examples of unexcused absences include but are not limited to work at home, work at a business (except for school-sponsored work release program), non-prearranged family vacations, missed bus, overslept, truancy/skipping school, excessive visits to the sick room, arrival to class 5 minutes after class has started, car trouble, running late, not having the right clothing, having to babysit, conflict or being afraid of other students at school, and any other absence not included under the school district attendance procedures. Students not attending their regular schedule or leaving the school building without arranging necessary permission of the office personnel will be marked unexcused or skipping even if parents attempt to excuse the absence.

The following procedure will be used in dealing with unexcused absences: 1) Student and parent will be notified of the unexcused absence. The student will be required to make up missed work and will be warned about academic and activities eligibility. 2) Truancy laws will be explained when unexcused absences have exceeded 3 or more class periods on three days as well as relevant, academic and co-curricular implications. 3) A conference with the student and parents will be scheduled as needed. Truancy action, attendance plan involving the student, parent/guardian and administrator or alternative education plans may be initiated after an attendance conference.

The school reserves the right to refuse excusing an absence when requests become excessive. Once a students and parent/guardian have been given notification, future absences will be considered unexcused unless documentation signed by a health care provider for full absence is presented to the school.

The school reserves the right to refuse excusing an absence when requests become excessive. Once a student and parent/guardian have been given notification, future absences will be unexcused unless documentation signed by a health care provider for absence is presented to the school.

Each period of unexcused absence will be assigned 45 minutes of detention to make up the missed time.

**Loss of Credit:** Students who incur 6 unexcused absences in a semester, 4 unexcused absences in a trimester or a combination of 12 excused/unexcused absences in a semester, 8 excused/unexcused absences in a trimester may lose credit and be assigned the grade of NP/W. The teacher will arrange a meeting with the student and parent to address the issue.

School authorized absences do not count toward loss of credit.

The student, the student's parent/guardian has the right to appeal the loss of credit and removal from class due to excessive absences. A committee will hear the student's appeal to remain in the class with the opportunity to

receive credit. The student must contact administration for the appropriate materials and procedures to make their appeal within three days of the No Pass/Withdraw Notice.

### **TARDIES**

Students are expected to be in their assigned areas at designated times. Students who arrive to class after the final bell tone but before 5 minutes will be marked tardy. Three tardies will equal one absence.

Students tardy at the beginning of their school day must report to the high school office for an admission slip to their class. Students who are 5 minutes or less late will be marked tardy. Students arriving after 5 minutes will be coded as an absence.

A student arriving late for class will be charged with an unexcused tardy unless he/she provides a tardy admit from another faculty member, administration (or designee), or the high school secretary.

Students who drive to school will not be excused for arriving late other than for reasons considered legitimate by administration (or designee).

Three times of unexcused tardy will be assigned 45 minutes of detention to make up the missed time.

### **TRUANCY**

Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. 120A.05, without valid excuse within a single school year for three or more class periods on three days for students in grades 7-12. After three to seven periods or three days of unexcused absences, a letter will be sent to parent/guardian. Parents/guardians are required to meet to develop a Truancy Plan as a final attempt to compel the student to attend school. If the Truancy Plan is not followed and the student continues to have unexcused absences, the matter will be referred to the County Attorney's Office.

### **APPOINTMENTS**

Appointments for medical, dental, counseling, or other areas should be made outside of school time or during free periods.

### **ACTIVITIES POLICY**

District 2889 recognizes the importance of co-curricular, as well as curricular, activities to the development of the whole child. The academic performance and achievement of the student have first priority. Activities should complement the curricular program of the student, as well as the healthful physical, mental, and moral development of the student.

Advisors and coaches have close contact with MSHSL activities to provide them with a unique opportunity to observe, confront, and assist young people. Therefore, the MSHSL supports education and awareness training for adolescents' chemical use problems including the symptomatology of chemical dependency and special issues affecting league activities for administrators, athletic directors, coaches, advisors, participants and their families.

Anytime during the calendar year, or during the season of practice, play, or rehearsal, a student shall not use tobacco, or use or consume, have in possession, buy, sell, give away, or borrow any substance defined by law as a drug, including alcohol and malt beverages. It is not a violation for a student to be in possession of legally defined drugs specifically prescribed for the student's own use by his or her doctor. However, if a student misuses, abuses over-the-counter, or prescription medications, then it is a violation.

During the school year, students must exhibit standards of good sportsmanship and conduct. In order to remain in activities there should be no evidence of repeated refusal to obey school guidelines regarding attendance or discipline (three or more violations constitutes repetition) or unsportsmanlike behavior at any Lake Park Audubon school activity. Unsportsmanlike behavior includes, but is not limited to, negative cheers, needlessly moving about while a game or performance is in progress, and throwing objects such as confetti and paper airplanes. The student will be given a warning or the action may result in removal from the school building and/or suspension from school.

**School Day Attendance and Activities** A student must be present in school for all classes the day of a practice or performance in order to be eligible to participate in that practice or performance. The principal may waive this policy in extenuating circumstances prior to the event. Students in evening activities or performances are expected to be in attendance the following day.

### **FORFEITURE OF AWARDS**

Achievement awards and letter points shall be forfeited for flagrant or repeated violations of school guidelines.

## **ACTIVITY ELIGIBILITY**

In order to participate in extra-curricular activities, students must meet the following guidelines:

Present a current physical (athletes only)

Be under 20 years of age

Must meet Minnesota High School League Eligibility Guidelines

Carry the required number of credits for graduation

Be in regular attendance, having enrolled at least two weeks before being in a game

Students and parents/guardians sign eligibility agreement

**Attendance:** A student must be present in school for all classes the day of a practice or performance in order to be eligible to participate in that practice or performance. The principal may waive this policy in extenuating circumstances prior to the event.

**Suspension:** Students who have been suspended from school are not allowed to participate in practices or competitions during the suspension period

**Travel:** Students who participate in team events or participate in school activities must ride in school sponsored transportation to and from the activity. Exceptions are injury/illness to a participant requiring alternate transportation. Students may be released directly and in person to parents/guardians. Arrangements must be made between the participant's parent/guardian and coach/advisor. The parent/guardian must request verbal and written pre-approval. The school reserves the right to deny any request for alternate transportation. Any special circumstances must be arranged with the activity director or principal in advance.

**Conduct:** A display of unsportsmanlike conduct toward an opponent, official, judge, or coach or use of profanity during a practice or contest will result in disciplinary action and/or suspension. Conduct unbecoming a student who represents the school in any extra-curricular activity may be suspended from participation in an event(s).

**Letters:** Completion of the season of participation is required in order for the student to be eligible for a letter or other group/team or individual awards. Guidelines for earning letters are determined by each head coach/advisor.

**Suspensions/Violations:** Suspensions are administered according to MSHSL guidelines. Categories I – athletic teams, penalties are outlined in the MSHSL eligibility bulletin.

Category II – all other activities, penalties will follow the same penalty structure as Category I – except Category II penalties shall not exceed 12 weeks.

An event is considered any MSHSL activity, scheduled games, and any other activity listed by the school. Category I suspensions can be satisfied only with Category I events. Category II suspensions can be satisfied only with Category II events. Each category will be treated individually.

Category I events: Athletic Contests and Cheerleading.

Category II events: All MSHSL sponsored events and the following: Music (band and choir) Concerts, Graduation, Pep Band Performances, Speech and Drama Contests, School Play Performances, Environthon, Knowledge Bowl, PAY, Competitive Events, and State Events.

Other Events: Students who are suspended from events or academically ineligible will be ineligible to participate in any other high school sponsored events until they are eligible under either Category I or II guidelines. Only the events listed will count toward Category I or II eligibility. (Examples of other events: Student Council sponsored activities, dances, banquets, concession stand workers, activity meetings, field trips, etc.)

If a student is questioned about an incident, denies it, and is later found lying, he/she will be suspended for an additional time as per MSHSL rules.

A student will not be declared ineligible from an activity that is part of a classroom assignment. Events will not count toward completion of a penalty if a student either quits or is suspended from an activity before its completion.

The burden of regaining eligibility will rest on the shoulders of the student in violation. Before they will be taken off the ineligibility list, they must prove to the administrator that they have completed their penalty.

A student may be disciplined on the word of a responsible adult if the accusing party is an eyewitness and is willing to sign a written statement to that effect.

Any student who demonstrates poor citizenship (cheating, disorderly conduct, gambling, theft, vandalism, physical or verbal abuse, harassment, fighting, assault, defiance of authority, etc.) on or off campus may lose eligibility to participate in LPA co-curricular activities. The principal and activities' director will review misconduct reports on an individual basis and set the length of ineligibility.

## **ATHLETICS**

**Participation Fees & Physical** Athletics are open to students in grades 7-12. Each student is required to file a physical examination card signed by a doctor before beginning practice. Physicals are mandatory every three years and must be filed in the office of the activities' director.

Participation fees are required of all secondary students who participate in athletics. Students in grades 7 and 8 pay \$40.00 per sport with an annual maximum of \$70.00; students in grades 9-12 pay \$55.00 per sport with an annual maximum of \$100.00. There is an annual family maximum of \$165.00. The fee is to be paid to the activity secretary before the start of the season. Families receiving free or reduced meals are exempt from athletic participation fees.

**Home School Students** Any student who resides in the Lake Park Audubon School District will be encouraged to participate in co-curricular activities at LPA Secondary School whenever it is not expressly prohibited by the Minnesota State High School League. Participation fees will be the same as they are for enrolled students. LPA will not offer diplomas to home-schooled students unless the majority of their high school credits were earned from LPA.

**Character Expectations** Any student who demonstrates poor citizenship (cheating, disorderly conduct, gambling, theft, vandalism, physical or verbal abuse, harassment, fighting, assault, defiance of authority, etc.) may lose eligibility to participate in LPA co-curricular activities. The principal and activities director will review misconduct reports on an individual basis, determine consequences and set the length of ineligibility if necessary.

**Lettering and Recognition** The accumulation of ten points is necessary to win a Raider letter. The school will award a chenille letter on only one occasion. Red chenille letters on black and silver felt will be awarded the first time that a student has accumulated ten lettering points. Certificates will be given for all subsequent "letters." For a comprehensive explanation of the point system, please contact an activities' director or principal.

Ineligibility during a season of participation due to a drug, alcohol, tobacco or misconduct violation will bring about a forfeiture of all points earned during that season. Scholastic ineligibility (not able to practice and not allowed to participate in interscholastic contests) during the season of play may cause a forfeiture of one-half of the points earned during that season.

**Awards** Athletes have the opportunity to earn letter points, letter certificates, or medals according to the criteria under each sport:

Sports awards: Varsity athletes in each sport compete for the following medals:

Most Valuable Player	Most Improved Player
Raider Award	Other sport-specific recognitions

The **Bud Lloyd Award**: Each year the coaches select one or more athletes who have shown athletic excellence in one or more sports throughout high school. A certificate is given and the student's name is engraved on a traveling trophy.

**Scholar Athlete Award**: Each year the faculty selects one student who has maintained high academic achievement and who has demonstrated good sportsmanship and conduct, as well as athletic excellence. A certificate is given and the student's name is engraved on a traveling trophy.

Achievement awards and letter points shall be forfeited for flagrant or repeated violations of school regulations.

## **CONDUCT EXPECTATIONS**

Citizenship in a democracy requires respect for the rights of others. The students of the district shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall respect constitutional authority, and conform to school regulations and provisions of the law. Students are expected to observe and assist in the enforcement of established guidelines.

### **Rights & Responsibilities of Students:**

All students of Independent School District 2889 have the right to an education and the right to learn. Students will also receive mutual respect from school personnel.

The Minnesota Association of Student Councils adopted the following by resolution at the 1996 State Student Council Convention, which all LPA students are expected to follow.

Students have responsibility to put forth their best effort towards academics and work to their fullest ability.

Students are responsible to make every effort to attend classes on time, ready to learn and remain in school for the full day.

Students are responsible for being honest, positive, dutiful citizens by setting good examples to others.

Students are responsible for promoting a safe environment for others.

Students are responsible to make every effort to graduate from high school in four years.

Students have a responsibility to keep their school clean.

Students who choose to participate in school activities have the responsibility to participate positively by showing school pride and good sportsmanship.

Students are responsible to use discretion in choosing appropriate clothing and accessories when attending school or a school sponsored activity.

Students are responsible for discretion on access of Internet.

Students have the responsibility to maintain their personal hygiene.

**LAKE PARK AUDUBON HIGH SCHOOL EXPECTATIONS**

	Classroom	Hallways/Stairs	Activities	Athletic Facilities	Media Center/Technology	Commons/All Settings
<b>Leadership</b>	*Set a positive example *Accept differences *Consider the feelings and opinions of others	*Greet others *Respect personal space *Walk *Keep to the right *Keep noise level reasonable	*Be supportive of participants *Demonstrate audience etiquette *Be courteous to participants and spectators	*Be a good role model *Respect property of others *Arrange responsible supervision	*Be polite and quiet *Have a good attitude *Be patient *Ready the room for learning	*Respect yourself, others, equipment & facilities *Help, encourage and motivate others *Follow all safety procedures
<b>Pride</b>	*Put forth your best effort *Create something you are proud of	*Treat everyone as you want to be treated *Sit in designated areas only *Keep your locker clean	*Show school spirit *Be positively involved *Welcome guests	*Keep areas organized *Maintain privacy in changing areas *Wear proper clothing and shoes	*Recycle *Follow technology expectations	*Be Responsible for a clean environment *Create a positive atmosphere *Food and beverages in common areas
<b>Achievement</b>	*Complete homework *Study for tests *Use time wisely *Be ready to learn: bring materials, come prepared, be on time	*Arrive to class on time *Use hall passes as designated	*Stay eligible *Listen attentively to speaker / performer	*Make a good impression *Maintain safe activity *Organize activities with purpose	*Seek enrichment to learn further than required *Give proper credit to sources	*Do your best *Have a positive outlook *Use appropriate language

**DANCES**

Arrangements for school dances must be made with activity or class advisors and approved by administration. The sponsor with administrative approval will set admission charges.

There are to be no dances on nights before school days the next morning. All school dances will end by 11:30 p.m.

Students must secure four staff members as chaperones for social functions. Both male and female chaperones must be represented at each function. The advisor of the organization sponsoring the dance will be in charge and will assume the responsibility for instructing other chaperones as to their specific duties.

Two weeks in advance of the activity, a member of the sponsoring group will notify the local police as to time, place, and date of the dance.

Students in grades seven through twelve are permitted at social functions. Those in attendance at dances must be presently enrolled Lake Park Audubon students or properly approved guests. Guests must be under 21 years of age. Guests at dances may be from other schools provided the principal has approved them by 3:08 p.m. of the day preceding the event.

Students must remain at the function until they are ready to leave permanently. Once a student has left the building, he/she will not be permitted to re-enter.

**DATA PRIVACY, DIRECTORY INFORMATION AND STUDENT RECORDS**

Directory information is public and includes the following: parent’s name, address and telephone listing; student’s name, address, telephone listing, date and place of birth, dates of attendance, degrees and awards received, and the most previous educational institution attended. Public information shall include team roster information such as height and weight, names and pictures of students participating in or attending co-curricular activities, school events,

and Minnesota State High School League activities or events. Pictures and names in the school annual, website, and local newspapers are also considered directory information. Students or parents who do not want directory information released to the media should inform the high school office in writing by September 12<sup>th</sup> of each school year.

#### **THE PUPIL FAIR DISMISSAL ACT OF 1974**

All of the following procedures for discipline/suspension/exclusion/expulsion would be carried out in accordance with The Pupil Fair Dismissal Act of 1974 (M.S. 127.26-M.S.127.39).

#### **DETENTION**

Faculty, support staff, and administrators may require a student to serve a detention as a disciplinary measure. School District personnel have the authority to detain students after school, or at noon for disciplinary reasons. Teachers may require assignments or behavior packets to be completed in detention.

Staff provides written notice to a student who is to serve a detention. The notice includes explanation of student behavior, reason for detention, and the date for detention to be served.

The student must serve the detention on the next scheduled detention day or arrange to serve the detention at an alternate time. Detention days are Monday through Thursday from 3:15 – 4:15 p.m. Failure to serve detention will result in further corrective action, which may include additional detention, missing school day assemblies/activities, ISS, parent conference or suspension. A notice is sent to the parents (via the student) informing them of the incident and detention.

#### **DISCIPLINE POLICY**

In accordance with Minnesota Statutes, Section 121A.61 Lake Park Audubon High School has developed the following discipline policy.

All students shall be held individually responsible for their behavior and for knowing and obeying LPA Expectations and this policy. Teachers and coaches may have their own set of classroom rules as well as those stated in the student handbook.

Disciplinary action shall be taken against students for any behavior which is disruptive or which violates the rights of others. The following are examples of unacceptable behavior subject to disciplinary action by the School District:

Damage to or destruction of school property or the property of others, including, but not limited to, arson, breaking and entering, theft, trespassing, unauthorized usage, or vandalism;

The use of profanity or obscene language, or the possession of obscene materials;

Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds;

Using, possessing or distributing tobacco, alcohol, intoxicating substances, narcotics, drugs or other controlled substances on school premises or at school-sponsored activities.

Using, possessing or distributing weapons or other dangerous objects at school, on or near school premises or at school-sponsored activities;

Violation of any local, state or federal law such as inappropriate or criminal activity;

Violation of school procedures or 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;

Violation of school bus or transportation expectations, parking or school traffic rules;

Violation of locker expectations or improperly gaining access to a school locker;

Possession or distribution of slanderous, libelous or pornographic materials;

Student attire and personal grooming which creates a danger to health or safety or creates a disruption to the educational process;

Falsification of any records, documents, notes or signatures;

Sexual abuse, violence and/or harassment;

Actions, including fighting or any other assaultive behavior, whether real or threatened, which could cause injury to the student or other persons or which could impair the health, safety, or welfare of teachers, students, other School District personnel, or other persons, including, but not limited to, fighting, harassment, interference or obstruction, restraint, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

Verbal assaults, either oral or written, by a student toward another student, teacher or other School District personnel, including degrading conduct and inappropriate, abusive, threatening, or demeaning actions based on race, religion, gender, handicap, ethnicity, or national origin;

Physical or verbal threats by a student, including, but not limited to, the reporting of dangerous or hazardous situations that do not exist;

Violation of school regulations, policies, procedures, or disruptive acts committed by students to and from school, including time spent on school buses and in lunchrooms;

Other acts, as determined by the School District, which are disruptive of the educational process or dangerous or violate rights of others.

## **DISCIPLINARY ACTION**

All students are to act in a responsible manner in all classrooms. Students who are causing a disturbance when it disrupts learning of other students will be disciplined. Staff will make contact with parent/guardian by telephone, e-mail, or use a detention or discipline referral form. Disciplinary action for violation of rules of conduct may include but is not limited to removal from class, conference with a teacher, counselor, staff member, or principal, detention, loss of school privileges, parent/guardian conference with school staff, restitution, or referral to Community Service or outside agency, petition court for juvenile delinquency adjudication, suspension, exclusion, and expulsion.

If the student is too disruptive to be dealt with in the classroom, or repeatedly breaks the rules, the student will be referred to the principal. A student sent to the principal's office for disciplinary reasons, is to go directly to that office. If the principal is not in the office, the student may attend the next class period. The teacher will submit a written report of the problem as soon as possible.

The adult addressing the issue will deal with incidents in halls, in the lunchroom, or on the school grounds. Flagrant acts, repeated offenses or excessively disruptive actions that are referred to administration will result in further disciplinary action.

The principal may impose or recommend longer suspensions, expulsions or any other discipline as appropriate on a case-by-case basis.

Law enforcement will be notified if deemed necessary. In these situations, an attempt will be made to notify the parent/guardian. A parent conference will be held as needed for parental input in seeking solutions to your student's behavioral needs.

Disciplinary action may include, but is not limited to, the following: Meeting with the teacher, principal or counselor; Parental conference; Loss of school privileges; Schedule adjustment; Modified school programs; Financial restitution or school/community service; Referral to police or other appropriate authorities; Removal from class; In-school suspension; Detention; Suspension; Expulsion; Outside agency referral; Alternative educational programming.

The above-described disciplinary actions are a representative, but not necessarily exhaustive, example of disciplinary actions that may be imposed against a student for violation of District policies and rules.

## **SUSPENSION**

Suspension will be assigned for willful disobedience, habitually disobeying a school rule, habitual truancy, swearing or use of suggestive body language or gestures, use of vulgarity, theft, chemical use or possession, harassment, use or possession of vaping devices, tobacco, alcohol, drugs, or threatening the safety of others or for other reasons listed under discipline.

Suspension means action taken by the school administration prohibiting a student from attending school for a period up to and including ten days. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. Suspension may be in-school suspension or out of school suspension under the direct supervision of his/her parents/guardians.

The administrator will notify the student of grounds for suspension except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practical following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present their explanation.

The district shall make reasonable efforts to notify the parent/guardian of the suspension by telephone as soon as possible following suspension. In the event a student is suspended without an informal administrative conference

because the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent/guardian within 48 hours of the suspension. Written notice will include grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of Minnesota Statute Sections 121A.40 to 121A.56. Service by mail is complete upon mailing.

### **SUSPENSION PENDING EXPULSION OR EXCLUSION**

A student may be suspended pending the school board's decision in the expulsion or exclusion hearing if alternative educational services are implemented to the extent that suspension exceeds five days.

"Expulsion" means an action taken by the Board of Education to prohibit an enrolled student from further attendance for a period that shall not extend beyond one calendar school year. The authority to expel rests with the Board of Education.

"Exclusion" means an action taken by the Board of Education to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the Board of Education.

All expulsion and exclusion proceedings will be conducted pursuant to, and in accordance with, the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes 127.26 through 127.39.

### **SEXUAL / RACIAL / RELIGIOUS HARASSMENT AND VIOLENCE**

The LPA school district's policy is to maintain a work and educational environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct. The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity.

The district will also not tolerate sexual violence of any kind.

Prohibited behavior includes requests to engage in illegal, immoral or unethical conduct or retaliation for making a report about such conduct. One kind of prohibited behavior is sexual harassment. Sexual harassment involves unwelcome behavior that can include sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually suggestive facial expressions, kissing, touching or sexual contact.

You cannot be required to submit to sexual harassment in order to obtain or keep your job or obtain an education.

Accepting or rejecting sexual harassment cannot be used as a factor in decisions affecting your job or your education.

Unwelcome sexual conduct or language that unreasonably interferes with a person's ability to do a job or receive an education is prohibited.

Unwelcome sexual conduct or language that intimidates, is hostile or offends a person at work or while receiving an education is prohibited.

If you believe you are subject to offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building principal verbally or in writing. If you prefer, you may report to the school human rights officer, as well. Finally, students always have the option of reporting to any responsible adult in the school.

The school will investigate all reports of offensive behavior promptly, fairly and completely. The school will handle each report discretely and respond to the report based upon its facts. The school may resolve the report by requiring the offender to apologize, receive individual instruction on harassment, transfer, seek counseling or training, be suspended, be dismissed, lose privileges or face other appropriate discipline.

This policy applies to every student, employee, teacher, administrator and board member in the district.

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 toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official 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. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

## **BULLYING AND INTIMIDATION**

An act of bullying and/or intimidation, either by an individual or group of students is prohibited on school property, or at school functions. It is the district's intent to prevent bullying and intimidation and to take action to investigate, respond, and discipline.

Bullying is a repeated action directed at a person or group of people by one or more people to cause intentional negative action. It means any written or verbal expression, physical act or gesture, direct or indirect actions, or a pattern of behavior by a student or group of students that is intended to cause distress to another. Bullying includes, but is not limited to harming a student, damaging a student's property, placing a student in reasonable fear of harm, creating a hostile environment for a student, or verbal taunting (name-calling, defamation, racist slurs, untruthful accusations, threats, suggestive remarks, etc.).

Upon receipt of a complaint/report of bullying and/or intimidation, an investigation by school officials, or a third party designated by school officials will commence. Steps will be taken to protect the reporter and students involved. Upon completion of the investigation, appropriate action will be taken that may include warning, detention, suspension, exclusion, expulsion, or transfer.

The school district will discipline or take appropriate action against any person 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.

## **HAZING**

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. Hazing may include one or more of the following: physical brutality; physical activity or other type of activity that subjects the student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student; any activity that discourages the student from being in the school; any activity that is in violation of the law or school regulations.

School principals are the persons responsible for receiving reports at the building level. 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 who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during and after school hours.

Discipline for students involved in hazing may include one or more of the following: conference with warning notice, detention, suspension, exclusion, expulsion, change of educational placement, remediation/counselor referral or other corrective action.

MSHSL consequences are in addition to school district consequences for students who engage in hazing.

## **DRUG FREE / TOBACCO FREE ENVIRONMENT**

It is a violation for students to possess and/or use alcohol, intoxicating beverages, drugs, drug paraphernalia, controlled substances, mood-altering substances, misuse of over-the-counter drugs, or misuse of prescription drugs, product containing tobacco, lobelia or nicotine, alternative tobacco/nicotine/lobelia products, vaping devices and products, including but not limited to sticks, orbs, strips, snus, toothpicks, mints or nasal spray intended for human consumption. Sale or attempted sale of alcohol, controlled substances, mood-altering substances or prescription drugs will result in an exclusion and/or expulsion.

### **ALCOHOL / TOBACCO / CONTROLLED SUBSTANCE**

Alcohol – refers to the possession, use or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

Tobacco – refers to the possession or use of any type of tobacco product, vaping products, chewing, holding a lighted tobacco product, or exhaling of smoke from the mouth or nose on school property or at school sponsored activities.

Controlled Substance – refers to any illegal mood altering substance.

## **WEAPONS**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

"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 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), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, lasers, explosives, stun guns, ammunition and mace. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the high school office shall not be considered in possession of a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

"Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

## **Consequences for Sexual, Racial, Religious, Harassment or Violence, Bullying, Hazing, Alcohol / Tobacco / Controlled Substance Use or Weapon Violations:**

Detention/Suspension/Expulsion;  
Parent/Guardian notification/conference;  
MSHSL violation;  
Notification of legal authorities.

## **DRESS CODE**

Appropriate dress is deemed clothing and appearance that is safe, modest, and clean. Modesty refers to clothing that covers the body in a fashion that is not a distraction to others. Modesty also means that there is no lettering or pictures portrayed that could be deemed offensive to public morals. Cleanliness means personal hygiene and clothing that is not distracting to others due to smell or appearance.

The appearance of a student is primarily the responsibility of the individual and the parent/guardian. LPA students are expected to maintain an appearance that is not distracting to others, disrespectful to others, or disruptive to the educational process. Student attire must comply with standards of health and safety.

Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar or obscene, are not permitted.

Examples of prohibited attire would include, but not be limited to, the following (except on school sanctioned, dress-up days):

Headgear: Sunglasses, caps, hoods worn up, hats, scarves, visors, bandanas;

Clothing showing belly button, bare midriffs, cleavage or excessive undergarments/underwear;

Shorts, skirts, skorts, dresses with a bottom hem that are excessively shorter than mid-thigh;

Baggy pants worn below waist level;

Torn clothing with revealing holes or cutouts;

Clothing or hairstyles that conveys gang symbols, actions, membership, affiliation or presence;

Gang symbols, writing, vocabulary, signing, tattoos, flagging, etc. are not permitted on school property or at school activities;

Clothing that carries a double meaning message promoting gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion;

Wallet or key chains extending beyond belt loop closest to pocket;

Body Armor: Spiked wristbands, spiked neckbands or spiked rings;

Roller blades, wheels-in-heel shoes or skateboards;

Perfumes, colognes and other aromatic products may not be misused.

When a student's appearance violates these expectations, the student will be required to modify his/her attire, otherwise be sent to the high school office. Depending on the violation, the student will surrender the inappropriate item to the administration (or designee). The student's parent/guardian will be contacted to arrange to get a change of clothes if necessary; further corrective action may be taken for repetitive or extreme offenses.

### **EIGHTEEN-YEAR-OLD STUDENTS**

All students attending Lake Park Audubon School are subject to the same rules and regulations, as adopted by the Board of Education regardless of age.

### **ELECTRONIC DEVICES**

Electronic devices including, but not limited to cell phones, iPods, iPads are not allowed to be used during class time anywhere in the building. Devices are to be turned off and out of site or placed where teacher directed upon entering the classroom. Use of electronic devices is not allowed in rest rooms or locker rooms. Photos and videos require permission of the person the photo or video is being taken of. Electronic devices may be used before school, after school, passing time. Students found to be using an electronic device without permission during class time will have the item confiscated and given back at the end of the period or turned into the office until the end of the day. Failure to comply with requests to turn over the item will result in being sent to the office. The item will be returned at the discretion of the principal, typically at the end of the day or the next school day provided the item be turned over willingly.

Lake Park Audubon School is not responsible for lost or stolen items.

### **EMERGENCY / EVACUATION PROCEDURES**

In order to be prepared for an emergency evacuation of the school, fire drills, lockdown drills, and tornado drills are conducted on a periodic basis. We attempt to impress upon the students the importance and seriousness of this safety precaution. It is hoped that continual practice in evacuation of a building will ensure rapid and orderly evacuation when an emergency should arise.

Fire Drills: Students will leave rooms as soon as the fire siren sounds, keeping to the side of the hall. Students should walk rapidly, but not run. When clear of the building, all school personnel should move quickly to west parking lot for roll call and instructions.

### **EMERGENCY SCHOOL CLOSINGS AND DELAYS**

When the administration and transportation director make the decision to close or delay school due to severe weather, mechanical malfunction, disaster/potential disaster alert, etc. you will receive a recorded message (voice, text or e-mail) from the school's automated instant alert system.

### **ENROLLMENT REQUIREMENT WAIVER**

A student enrolled in the Lake Park Audubon ISD during the first semester of the student's senior year, who is on pace to graduate at the conclusion of the first semester, and is enrolled in an alternative program for the final semester preceding graduation may apply to the Lake Park Audubon Board of Education for an enrollment waiver. Alternative programs to be considered include 1) Pregnant and Parenting Teen, 2) Chemical Dependency Day Programs, 3) Chemical Dependency Residential Programs, or 4) Similar Alternative Programs. Alternative Credit Recovery Programs will not be considered for a waiver.

A Waiver Request and justification statement for the request must be submitted to the high school counselor for transcript review as early as February 15 but prior to May 5. The counselor will determine if the student is on pace to meet local and state graduation requirements. The counselor will forward the request and the results of the transcript review to the high school principal for verification. If the student can potentially meet all graduation requirements, the principal will forward the student's waiver request and justification statement, the transcript review, attendance records, and an explanation of the alternative program to the superintendent for review by the Lake Park Audubon Policy and Personnel Committee. The Lake Park Audubon Board of Education will make a decision on the student's request at or before their regular March meeting. The Board's approval of a waiver request simply waives the final semester enrollment requirement. The student must meet or exceed all other local and state graduation requirements.

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of ISD 2889 to provide equal educational opportunity for all students. The district does not unlawfully discriminate based on race, color, creed, religion, national origin, sex, marital or parental status, status with regard to public assistance, disability, sexual orientation, or age.

## **EVENT RULES**

Students are encouraged to take pride in supporting our teams in a sportsmanlike manner. Displays of enthusiasm should be positive. Inappropriate actions will typically result in an initial warning. Removal from the game will be considered for flagrant or repetitive unsportsmanlike behavior. Any student leaving and event prior to the conclusion will not be allowed to re-enter without paying full admission again.

## **EXPENDITURE OF SCHOOL FUNDS**

Officers for any class or school organization are not to spend money without authorization. The faculty advisor and the principal must approve all expenditures in advance. The superintendent must sign all purchase orders. If this procedure is not followed, bills will not be paid by the school.

## **EXTRA-CURRICULAR ACTIVITIES**

### **ATHLETIC**

Any student interested in dual sport participation may request an application form from the activities' director.

#### **Fall**

Cross Country - Boys & Girls  
Football  
Volleyball

#### **Winter**

Basketball - Boys & Girls  
Dance Team  
Wrestling

#### **Spring**

Baseball - Boys  
Clay Target League - Boys & Girls  
Golf - Boys & Girls  
Softball - Girls  
Track & Field - Boys & Girls

### **FINE ARTS & ADDITIONAL ACTIVITIES**

Band/Pep Band/Jazz Band  
Drama Club/One Act Play  
Honor Society

Pop Group  
Knowledge Bowl  
Student Council

Choir  
Math Team  
Yearbook Staff

Speech Team  
Philanthropy as Youth  
Prom Committee

## **MINNESOTA STATE HIGH SCHOOL LEAGUE RULES**

Under the bylaws of the Minnesota State High School League (MSHSL), students participating in activities governed by the MSHSL who violate certain MSHSL rules must be given consequences under the League's policies. MSHSL consequences include loss of eligibility for 2 events or two weeks to total loss of eligibility in all activities. This includes music and fine arts activities as well as sports. LPA School District will follow MSHSL Category I guidelines. Category II consequence is 2 events or 12 weeks, whichever is shorter.

Violations, which result in school and MSHSL penalties, include hazing, sexual, racial and religious harassment, violence, use of drugs, alcohol or other controlled substances and conduct infractions.

Refer to the current MSHSL athletics or fine arts Eligibility Information bulletins for specific details. All LPA students have a responsibility to follow the MSHSL regulations.

## **FEES**

Food Services Prices:      Elementary Lunch \$2.20      High School Lunch \$2.80      Adult Lunch \$4.20  
   Elementary Breakfast – free      High School Breakfast \$1.25      Adult Breakfast \$2.40  
   Milk \$.50      Ala Carte \$1.10

Athletic Fees:      Jr. High (7-8 grade) - \$40.00 per sport, \$70.00 maximum yearly  
   Sr. High (9-12 grade) - \$55.00 per sport, \$100.00 maximum yearly  
   Maximum per family, per year - \$165.00

Event Admissions:      K-12 Students, LPA Alumni under 21, Seniors 65+ - \$3.00, Adults - \$6.00  
   Family Maximum per Event - \$18.00  
   K-12 Students and Senior Citizens (65 & over) Yearly Pass - \$50.00  
   Adult Yearly Pass - \$90.00  
   Family Yearly Pass (Parents and immediate family under 21) - \$200.00  
   Adult Punch Card – 10 Games - \$50.00  
   Student/Senior Punch Card – 10 Games - \$25.00

Drivers Education: \$375.00  
Instrument Rental: \$45.00 yearly

### **FIELD TRIPS**

Classes may take educational field trips during the school year under the teacher's direction. When trips are made in school buses outside of school district boundaries, parent/guardian will be notified. Students are required to have written permission from a parent/guardian and emergency medical authorization slip signed prior to going on a field trip. Once signed, the permission form is in effect until graduation.

### **FUND RAISERS**

All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of district policy. This is to prevent overlapping sales, duplication, and recognition of the worthiness of the fundraiser.

### **GRADE LEVEL PLACEMENT FOR SENIOR HIGH**

Students will be classified by grade based upon academic credits earned.

Freshman Completion of 8<sup>th</sup> grade and 0 to 5.00  
Sophomore 5.25 – 11.00  
Junior 11.25 – 17.00  
Senior 17.25 and up

### **GRADING PERCENTAGES**

Grade percentages for grades 7-12 is as follows:

A 94-100%  
A- 90-93%  
B+ 87-89%  
B 84-86%  
B- 80-83%  
C+ 77-79%  
C 74-76%  
C- 70-73%  
D+ 67-69%  
D 64-66%  
D- 60-62%  
F 0-59%

### **GRADING SYSTEM**

Grade point averages will be calculated based on a twelve-point scale as follows:

<u>Letter Grade</u>	<u>Equivalent</u>	<u>Range (hundredths)</u>	<u>Range (thousandths)</u>
A	4.00	3.84-4.00	3.835-4.000
A-	3.67	3.50-3.83	3.495-3.834
B+	3.33	3.18-3.49	3.175-3.494
B	3.00	2.84-3.17	2.835-3.174
B-	2.67	2.50-2.83	2.495-2.834
C+	2.33	2.18-2.49	2.175-2.494
C	2.00	1.84-2.17	1.835-2.174
C-	1.67	1.50-1.83	1.495-1.834
D+	1.33	1.18-1.49	1.175-1.494
D	1.00	0.84-1.17	0.835-1.174
D-	.67	0.50- 0.83	0.495-0.834
F	0.00	0.00- 0.49	0.000-0.494
I	Incomplete		
P	Pass		
NP	No Pass		
W	Withdrawn		

## **COLLEGE CREDIT COURSES**

The Board of Education wishes to provide opportunities for students to enroll in courses within the Lake Park Audubon School, which are college, credited through a Minnesota university/state college.

## **CREDITS ALLOWED PER YEAR**

Lake Park Audubon utilizes a seven (7) period day. LPA students earn semester credits (.5 credit per semester class) during the two semesters of the school year. The maximum number of credits a student is permitted to earn a year is eight full year credits. The eight credits per year maximum includes credits earned through traditional high school classes, Lake Park Audubon credit recovery classes, ALC classes, Post-Secondary Enrollment Options, on-line credits, and any other credits earned through an approved educational provider. The maximum number of credits a student may earn annually during summer school sessions is two full year credits.

Lake Park Audubon ISD requires 24 full year credits for graduation. A student must have accumulated 16 credits prior to the beginning of the student's senior year to be eligible to graduate in the spring and participate in the graduation ceremony. A student who is eligible to graduate must complete 24 credits by the last school day preceding the graduation ceremony.

A Waiver Request to exceed established credit limits, an Education Plan, and Justification Statement for the request must be submitted to the high school counselor for review prior to September 15. The counselor will determine if the student's Education Plan places the student on pace to meet local and state graduation requirements. The counselor will forward the request, plan, justification, and the results of the transcript review to the high school principal for verification. If the student can potentially meet all graduation requirements, the principal will forward the student's waiver request, plan, justification statement, the transcript review, attendance records, and an explanation of the alternative program to the superintendent for review by the Lake Park Audubon Policy and Personnel Committee. The Lake Park Audubon Board of Education will act on the student's request at or before their regular October meeting. The Board's approval of a waiver request simply waives the maximum number of credits permitted. The student must meet or exceed all other local and state graduation requirements. (Graduation Requirement – Maximum Credits Allowed Per Quarter – Approved by School Board 01/26/2015)

## **GRADUATION REQUIREMENTS**

The total number of credits for graduation is 24 full year credits.

The graduate must satisfactorily complete one of the Minnesota Department of Education approved post-secondary assessments such as ACT, SAT, ASVAB, ACCUPLACER or appropriate equivalent.

In addition to the academic requirements, all textbooks and school equipment must be returned and all school debts must be satisfied.

Students (except special education students whose programs are specified in an individualized education plan or 504 plan) must register for six courses each quarter. District academic requirements are identified below:

Arts	1 credit	FACS	.5 credits
Business	.5 credits	Electives	6 credits
Health	.5 credits	Language Arts	4 credits
Mathematics	3 credits	Physical Education	1.5 credits
Science	3 credits	Social Studies (including Economics)	3.5 credits
Trimester (Ind Tech 9, Bus Comp 9, Liv Skills 9) 3 Trimester credits (or appropriate substitute electives for transfer students)			

A comprehensive explanation of graduation requirements may be obtained from the counselor. A copy of the curriculum guide will be posted on the school website. All failed required courses must be retaken and passed to receive credit.

The high school principal shall certify students for graduation from high school. It shall be the policy of the Board of Education that a diploma shall be granted only when a student has completed all local and state requirements for graduation.

## **ASSESS-OUT POLICY AND PROCEDURES**

Minnesota Academic Standards provides an opportunity for students to demonstrate mastery of subject material and earn course credit. A student who has gained conceptual knowledge and skills necessary to pass a course may elect to earn credit for the course by successfully completing the test out procedure for the course.

Application for assess-out must be made to the high school principal or counselor by May 15<sup>th</sup> for the first semester and November 15<sup>th</sup> for second semester. Parent signature must accompany the application.

A student may attempt to test-out of any given course only once. If the student fails any portion of the exam, they must enroll in and pass the course to receive credit in that course. The test-out will consist of a written exam, but may include lab work, presentations, problem solving, and submission of portfolios, performance and/or demonstrations. Tests will not be returned to the student.

The same criteria will be used to determine whether the student passes the exam (and, thus, the course) as would be used to determine whether a student would pass the course if they were enrolled in it. Criteria for passing the comprehensive exam must not be more stringent than the criteria for passing a course.

Students will earn a grade based on the district adopted grading scale.

MN Statute 120B.024

### **ACADEMIC RECOGNITION AT GRADUATION**

Grade point average and levels of academic distinction will be calculated based on academic performance in grades 9-12. Students will be recognized at graduation based on their cumulative grade point averages from grades 9, 10, 11, and the first three quarters of the senior year.

Cum Laude – meaning “with honor” – 3.45 to 3.74 cumulative grade point average

Magna Cum Laude – meaning “with great honor” – 3.75 to 3.94 cumulative grade point average

Summa Cum Laude – meaning “with highest honor” – 3.95 to 4.00 cumulative grade point average

### **GRADUATION CEREMONY**

The ceremony is a privilege intended to recognize those individuals who have met the graduation requirements of the school district and the State of Minnesota. Seniors who have met or exceeded graduation requirements by the last day of school that precedes graduation day will be permitted to participate in the graduation ceremony.

The student (graduate) must be enrolled in the Lake Park Audubon ISD for a minimum of four periods during the student's final semester preceding graduation. A PSEO student meets the enrollment requirement for graduation.

All students should be aware that participation in graduation may be restricted due to serious disciplinary infractions.

### **HALL PASSES**

Students are to have a signed hall pass when in the hallway during class time.

### **HOMEBOUND INSTRUCTION**

Homebound instruction is available for any student who is out of school due to illness (either at home or in the hospital) for an extended period. It is a valuable service offered to our students to insure they do not fall too far behind their classmates due to an extended illness. Please contact the school office if you have any questions regarding homebound instruction.

### **HOMECOMING**

Student Council sponsors Homecoming and is responsible for making all decisions regarding the coronation ceremony. Some traditions have been established and are as follows: Four candidates for queen and four candidates for king will be selected by a vote of students in grades 10, 11 and 12, approximately one week before the coronation. Students in grades 7-12 will vote for king and queen the school day prior to the coronation ceremony. The first grade teachers of the Lake Park Audubon Elementary School will select two junior attendants. Four members of the junior class will be selected by the senior class to be escorts for the royalty.

### **HONOR ROLL**

An Honor Roll with four categories (A, A-, B+, and B) will be posted at the conclusion of each grading period. Only students carrying a normal class load (at least six classes) with no incompletes or failing grades at LPA will be recognized on the Honor Roll. The classifications will be determined by an average of a student's grades and the ranges provided above.

### **ILLNESS / INJURIES**

A student who becomes ill or injured during the school day must report to the office. If a student is ill enough to be sent home during the school day, the office will make the necessary arrangements (according to the emergency contact card). Students who are ill or injured must report to the office and have prior parent consent and school permission to leave.

Any injury/accident involving personal injury should be reported to the office. The office will summon help from the staff available and will call 911 (Medic Alert Team) if it appears to be necessary. An accident report must be made out immediately and turned in to the superintendent's office.

### **IMMUNIZATIONS**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### **INCOMPLETE COURSEWORK**

All coursework should be completed and handed in before the end of each grading period. Faculty members may use their discretion in accepting late work caused by extenuating circumstances. Students who have make-up slips with a due date that is after the end of the quarter will have until the due date to complete work.

Incompletes shown on report cards for quarters 1, 2, and 3 will be changed to F's two weeks (maximum of 10 school days) after the end of the quarter. Fourth quarter Incompletes will be changed to F's on the last spring day of faculty workshops unless the instructor advises the office personnel. Unusual circumstances will be addressed on an individual basis.

### **INSURANCE**

The Lake Park Audubon School does not provide accident insurance for students.

### **INTERNET USE EXPECTATIONS**

By accessing district data networks, you are agreeing to Lake Park Audubon School District's Internet Usage Policy. Parents/guardians are responsible for conveying the standards that their children should follow when using media and information resources. Lake Park Audubon School supports and respects each family's right to opt-out of access. This opt-out must be provided in writing to the principal's office.

Students are expected to follow the guidelines below:

The internet is to be used for educational purposes only.

Access to the Internet is a privilege. Abuse of this privilege may result in the suspension or termination of the user's access, as well as possible further disciplinary action.

Students will not reveal personal information online for themselves, other students, staff, family, and/or friends. Examples include but are not limited to full name, phone number, and personal address.

Transmission of any information in violation of district, state, or federal regulations is prohibited.

Accessing, uploading, downloading, or sending information that is written in inappropriate language, including but not limited to sexual, racist, or abusive language, is prohibited.

Violation of copyright laws or otherwise use of intellectual property to which a user does not have rights is prohibited. Intellectual property includes but is not limited to music, movies, books, photos, games, and software.

Use of the internet that results in charges, including but not limited to monetary fees, billing violations, and unwanted subscriptions to Lake Park Audubon Schools is prohibited.

Destruction or alteration of another user's information is prohibited.

Use of another user's credentials is prohibited.

Computer storage and communications may be treated like school lockers. School officials may review all information and communications contained therein. Users should be aware that any information on the network might not be private. Third parties without the knowledge of the user and/or Lake Park Audubon Schools may access information sent over the Internet.

### **Consequences of Violations**

Suspension/revocation of computer access;

Suspension/revocation of Internet access;

School detention/suspension/expulsion;

Legal action and prosecution by the authorities.

### **INTERVIEWS (STUDENTS & OUTSIDE AGENCIES)**

Generally, persons other than a student's parents/guardians may not interview students during the school day, school district officials, employees and/or agents, except as otherwise provide by law and/or this policy. Requests to interview students shall be made through the principal's office.

## **JUNIOR HIGH PROMOTION AND RETENTION**

Students who fail any semester/trimester of a yearlong class in the seventh or eighth grade are required to meet with the teacher within ten school days after the end of the semester to determine a plan to earn a passing grade. The plan may include attending study time, completing packets of missed work, repeating the class, and/or attending summer school. Students who have not acquired the necessary basic skills to be successful in the next grade may be referred to summer school and/or considered for retention. The high school principal, counselor and faculty will review grades and special circumstances to determine promotion or retention. Students who have not achieved proficient on the MCA tests will be referred to attend summer school.

## **LEAVING SCHOOL GROUNDS**

To leave the school grounds, a student must get a pass from the office. To receive this pass, the student must bring a note signed by his/her parent/guardian explaining the need for the student to leave school grounds. The principal reserves the right to refuse issuing such passes. Student's name, destination and date must be on the sign out sheet when you leave and the time you return. Leaving school grounds without permission after once reporting to school will be considered an unexcused absence. Once a student arrives on school grounds, the student is not to leave school grounds without permission. Any student leaving school grounds must have a signed permission slip in his/her possession. This is subject to being checked when leaving or returning to the school.

## **LOCKERS AND LOCKS**

Each student is assigned to a locker and is responsible for the appearance and condition of that locker for the duration of the school year. Charges may be assessed for any damage done to lockers or for school locks that are not returned. Students are to use their assigned locker and not switch lockers.

Locks may be used on lockers. Locks will be removed without regard if necessary. Students should not share their lockers or combinations with other students.

It is recommended that you do not leave money or other valuable items in your locker. If you have money or possessions that you do not want to lose, you may bring them to the office for security. The school is not liable for lost or stolen items.

## **LOSS OF LUNCH PRIVILEGES DUE TO ACADEMIC DEFICIENCIES FOR GRADES 7-12**

Students in grades 7-12 with incompletes for failing grades on progress reports are to report to after school study hall to maintain their lunchtime privileges. Noon privileges resume when a student is receiving all passing grades.

## **LUNCH / BREAKFAST**

The District Secretary in the office will take lunch money deposits. Applications for free or reduced price lunches should be submitted to the superintendent's office for approval. Students receiving free or reduced price lunches may not use personal identification number (PIN) to buy meals for anyone other than themselves.

It is recommended that lunch deposits be made by the week or by the month. The cost for lunches will be established and announced by the Board of Education prior to the first day of school each fall.

First Lunch (grades 7-9) lunch is from 11:08 to 11:36 a.m. and Second Lunch (grades 10-12) lunch is from 12:02 to 12:30 p.m. Students in grades 7-9 must remain in the school during their lunch period.

Students in grades 10-12 who are in good standing may leave the building and grounds with a written note signed and dated from their parent/guardian. Students are required to sign out and back in upon return. Vehicles may be used with signed permission from parents.

## **MAKE UP WORK**

After an absence, a student's parent/guardian must provide a written excuse, face-to-face communication, e-mail, or telephone conversation to the office indicating the date missed and reason for absence along with parent signature if it is a written note.

For appointments (dental, medical, vision, counseling or mental health, court, probation, etc.) to be excused, the student must present an appointment card from the facility in order for the absence to be excused.

The student should acquire the make-up slip before 8:30 a.m. on the first day at school following the absence.

A student will be allowed two school days for each day of absence to make up work and a maximum of two weeks for extended absences. A teacher may require an additional or alternative assignment to compensate for any loss of class discussion, lecture or activities. Special consideration will be given for unusual circumstances.

## **MEDICATION**

School personnel will not provide students with any medication. District office staff may store medications for students who are on prescribed drugs. If a student must take medication from home, he/she must bring the medication to the office with written instructions from the parent or physician as to how it is to be administered.

## **MONEY, VALUABLES AND PERSONAL PROPERTY**

Please pay by check whenever possible. The school is not responsible for valuables that are lost, damaged, or stolen at school. Phones, iPods, MP3 Players, cameras, expensive watches, jewelry and large sums of money should not be brought to school. If they are brought, they are the responsibility of the student.

## **OFF CAMPUS MISCONDUCT**

Students engaging in off campus misconduct (with a connection to the school, the students or the employees) may be subject to disciplinary action by the school district.

## **OPEN ENROLLMENT / PSEO**

The district participates in the Enrollment Options Program as established by MN Statue 124D.03. PSEO students are no longer in attendance at LPA and are required to follow visitor procedures.

## **PARENT ACCESS**

Parents will have access to their student's school information through the internet. Student information includes attendance, food service accounts, grades and discipline information. User ID's and passwords are available to families upon request. This information is password protected; therefore, parents/guardians will only have access to their child's records.

## **PASSES**

From Room to Room: Passes will be used to gain admittance from one room to another. Passes should not be issued to a room where a class is in progress. If a student has class work to do in the Media Center, he/she may obtain a pass from the instructor who made the assignment. The student should report to his/her assigned class/study hall first.

For Leaving the Building: Students are to obtain a pass to leave the building from the office. Students are to sign off in the log when leaving and upon return to school.

## **PLEDGE OF ALLEGIANCE**

Students shall recite the Pledge of Allegiance to the flag of the United States of America on a regular basis. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect other persons' rights to make that choice. Students will be instructed in proper etiquette toward, correct display of, and respect for the flag, as well as in patriotic exercises.

## **POSTERS / FLYERS**

Posters or signs shall not be placed in the building without permission from the office. Posters shall be neat and beyond reproach in subject matter, grammar, spelling etc. Posters are to be removed by the individuals who posted them the day following the event or function.

Approved posters may be displayed in the following areas:

Designated hallways;

Individual rooms and showcases with the permission of the teacher.

## **PROM**

Prom dates who are students must be from the sophomore, junior or senior classes. If a junior or senior student wishes to take a freshman to the prom or a person not in attendance at LPA, he/she may request approval from administration. The written request must be submitted two weeks before Prom.

## **PUBLIC DISPLAY OF AFFECTION**

In order to maintain high standards of conduct, students should refrain from public displays of affection in the school building, on school property, and at school-sponsored events. Inappropriate touching will not be tolerated. On first offense, the couple will receive a verbal reprimand. On second offense, a disciplinary referral is to be

completed and the principal will confront the couple. If the inappropriate behavior continues, parents will be notified and if deemed necessary, a conference with the principal, couple, and parents will be scheduled as needed.

### **PUBLICATIONS & ACTIVITIES (SCHOOL SPONSORED)**

The school district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities. Faculty shall supervise student writers to insure compliance with the law and school district policies.

### **REASONABLE FORCE STATEMENT**

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when necessary under the circumstances to restrain or correct a student; or prevent bodily harm or death to another person.

### **REPORT CARDS & MIDTERM PROGRESS REPORTS**

Report cards will be issued on a nine-week basis. First quarter report cards will be held for November parent-teacher conferences. Parents who do not attend conferences will have reports cards sent home with their student. Second quarter and third quarter, report cards will be printed five school days after the conclusion of the grading period, and sent home with the student to give to parents. The school's instant alert system will notify parents when reports cards are being sent home. End of year report cards will be printed and mailed five school days after the conclusion of the school year.

Midterm progress reports will be provided to students five school days after the conclusion of each midterm period. The school's instant alert system will notify parents when the student will receive their midterm progress report and when the parents can expect the progress report to be brought home. The February progress report will be held for parent-teacher conferences. If a parent does not attend conferences, then the progress report will be sent home with the student the following week.

### **SCHEDULING ACTIVITIES**

An advisor must schedule all activities. Dances, concerts, fund raising drives, club meetings, etc. must be scheduled on the district-scheduling calendar. The calendar will be approved by the administration and published by the Superintendent's Secretary. Any group planning a fundraising activity must get the request approved in advance by the building principal.

### **SCHOLASTIC ELIGIBILITY**

Semester grades will determine eligibility. A failing grade at these times will result in a one week or one game/contest suspension, whichever is greater.

A student failing at the end of the 2<sup>nd</sup> semester will have that grade carry over the summer months.

Students who earn credit from summer school may be declared eligible after completing summer school classes successfully with passing grades.

Students may rehearse or practice during the ineligibility period.

Students who are ineligible may attend home events but may not travel with team or group.

Coaches, directors, and advisors will get a grade report at midterm and end of quarter. If students are failing a class, they must attend study hall after school on Monday through Thursday until they have a passing grade. Students are eligible to compete and attend practice/rehearsals only if they are attending after school study time.

Students serving ISS (In School Suspension) or OSS (Out of School suspension) may not attend practice or events.

Eligibility to participate will be reviewed at the end of 1<sup>st</sup> and 2<sup>nd</sup> semester.

Student must meet all MSHSL rules and be on track to graduate to be academically eligible.

### **Study Time Guidelines**

#### **Monday through Thursday**

Times 3:15 – 4:15 p.m.

Location: Media Center

Credit: Credit is given for time on task and must be in attendance for 45 minutes.

## **SCHOOL PICTURES**

The school contracts annually to have pictures taken during the school year. Information regarding prices, times, and dates will be distributed. You are not obligated to purchase any pictures; the school simply offers the services. All students in grades 7-12 will have their picture taken. Seniors are encouraged to have senior photos taken during the summer. Senior photos submitted for the yearbook or school publication will be approved by senior class advisor and high school principal.

## **SCHOOL PROPERTY**

Students are responsible for the books, school property and locker as assigned. Damage to books, lockers or other school property will be repaired or paid for by the student. Students are requested to help keep the floors and walls in the washrooms, halls, classrooms, etc... clean and looking presentable.

## **SCHOOL SONG**

### **"RAIDER VICTORY"**

Cheer, cheer for our fame and might.  
Red, Black, and Silver, we'll win tonight.  
Send the royal cheers on high,  
Bring down the thunder from the sky.  
What though the odds be great or small,  
Our Raider high will win overall.  
While the Royal Ones are fighting,  
Fighting for Victory!

## **SEARCH OF STUDENTS' LOCKERS, DESKS, PERSONAL POSSESSIONS & PERSONS**

Pursuant to Minnesota Statutes 121A.72, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers, desks, personal possessions or persons provided for the convenience of students. School authorities for any reason, may conduct inspection of the interior of lockers, desks, vehicles, personal possessions, and persons at any time, without notice, without student consent, and without a search warrant.

The district may use a trained canine unit to inspect school lockers, indoor and outdoor areas, and the district parking lots.

School authorities will provide notice of a search to students unless disclosure would impede an ongoing investigation by law enforcement or school officials.

## **SENIOR PRIVILEGES**

Privileges will begin after fourth quarter midterm grades are posted. Seniors who are in good standing and on track to graduate will receive senior privileges. All bills must be paid in full. Permission is granted to sign out of study hall to other areas of the school building or school grounds.

Seniors on track to graduate and in good standing will not be in class the last 2 days of the school year. They are to be in the school building only to complete coursework, plan and rehearse for graduation, or plan for post-secondary education or careers.

## **STAFF**

You may contact staff via e-mail. Staff address are the initial of their first name followed by their last name @lpa.k12.mn.us Staff information may be found on the district website.

## **TITLE IX**

It is the policy of ISD 2889 not to discriminate based on sex or disability in admission to or employment in its educational programs or activities, as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator: Mary Merchant, Secondary Principal, Lake Park Audubon School, 611 Vigen Lane, Lake Park, MN 56554.

## **TRANSPORTATION SAFETY POLICY**

District 2889 has established formal bus policies, rules, and regulations. Minnesota Statute 121A.59 provides that transportation by the bus is a privilege, not a right. All students who ride a school bus are subject to regulations.

Students will be cited for the following: failure to remain seated, refusing to obey the driver, fighting, throwing objects, use of tobacco, alcohol or drugs, profanity, vandalism. Behavior problems will be addressed by the driver, including suspension of riding privileges. The driver, transportation director, and high school principal will address serious and persistent situations. Offenses that are dangerous or destructive will result in suspension and may include notification of legal authorities. Students damaging school buses will be held liable for the damages. Failure to initiate payment will result in loss of riding privileges until damage is paid for.

Students will participate in bus safety training of which will address the following competencies: school bus transportation is a privilege, not a right, district policies for student conduct and school bus safety, appropriate conduct while on the bus, the danger zones surrounding a school bus, procedures for safely boarding and leaving a school bus, procedures for safe vehicle lane crossing, school bus evacuation and other emergency procedures.

### **TRESPASSING**

It is a violation of the law to be found in a school building or in an unauthorized area of the campus without permission. In general, anyone in the building should be an enrolled student, parent/guardian of a student, a guest with permission from the office to be in the building, or attending an event which is open to the public.

### **UNPAID BILLS**

Students will be notified of unpaid bills and a payment due date. Failure to make payment or establish a payment plan may prompt a request for assistance from appropriate agency. Diplomas will not be provided to any graduates with outstanding bills.

### **VEHICLES**

Students are not permitted in vehicles during the school day without permission from the office. Students are permitted to park in a school district location as a matter of privilege, not of right. Students are to park in the lots directly west of the school.

Approval for a student using a motor vehicle during the school day will be granted by administration only in cases where it is necessary. Written permission from parent/guardian prior to approving driving during the school day is required. Students are to sign in and out of the building in the office.

Should the need arise, a student may be granted permission to move or use his/her vehicle during the day by the administration (or designee) or the high school secretary.

Students in grades 10-12 may drive alone or with immediate family members upon written parental permission and administrative approval. Driving contracts are available in the office.

### **VISITORS**

All visitors, including parent/guardians and PSEO students, are required to report to the district office when entering the building to sign in and pick up a visitor identification label. Visitor identification labels are issued during the school day 8:30 a.m. to 3:08 p.m. Student visitors are not allowed to accompany LPA students to their classes.

Administration has the statutory right to ban someone from school premises, Minnesota Statute 69.605(4).

### **WITHDRAWAL PROCEDURES**

Please notify the office at least three days prior to withdrawing your student when moving out of our school district. You are asked to indicate the last date of attendance and the name of the new school district.