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**“LEARNING TOGETHER, GROWING TOGETHER”**

Welcome to LCWM Secondary School! This planner will help you organize your time and make the most of your school year. Please take a few minutes to read the handbook and understand the expectations that are intended to provide you with a safe and supportive environment for teaching and learning. Let’s continue the proud tradition of LCWM as a caring community of learners who pursue excellence in all endeavors.

Ms. Jennifer Baumgartner Principal	Ms. Mikell Hebig Counselor	Mr. Doug Burns Athletic Director
Mrs. Kari Schwarz Attendance Secretary	Mrs. Bonnie Hemish Secretary to the Principal	Ms. Ashleigh Campbell Social Worker

## LAKE CRYSTAL WELLCOME MEMORIAL 2016-2017 SECONDARY SCHOOL CALENDAR

### 2016

August	29-30	Mon-Tues	Teacher Workshop*
August	31	Weds	Staff Development- Open Hse
September	1	Thurs	Staff Development*
September	5	Mon	Labor Day**
September	6	Tues	First Day of Classes 6-12
September	12	Mon	2-Hour late start/PLC
October	10	Mon	2-Hour late start/PLC
October	20-21	Thurs/Fri	Education Minnesota**
November	4	Fri	End 1 <sup>st</sup> Quarter (42 days)
November	11	Fri	Instructional day-Report Card
November	14	Mon	2-Hour late start/PLC
November	15/17	Tues/Thurs	Sec Parent Conf. (4:15-8:00p)
November	23	Wed	Comp Day**
November	24-25	Thurs/Fri	Thanksgiving Vacation**
December	12	Mon	2-Hour late start/PLC
December	22	Thurs	Staff Development*
December	23-31	Fri- Fri	Christmas Vacation**

### 2017

January	2	Mon	No School-Vacation **
January	3	Tues	Classes Resume
January	9	Mon	2-hour late start/PLC
January	20	Fri	End 1 <sup>st</sup> Semester (85days)
January	23	Mon	Report Card Day *
February	13	Mon	2-Hour Late Start/PLC
February	20	Mon	Presidents' Day**
March	7/13	Tues/Mon	Sec Parent Conf. (4:15-8:00p)
March	13	Mon	2- Hour late start/PLC
March	16	Thurs	Comp day**
March	17-20	Fri-Mon	Spring Break**
March	31	Fri	End 3 <sup>rd</sup> Quarter (45 days)
April	10	Mon	2-Hour late start/PLC
April	14	Fri	Non School day-Easter Break
May	8	Mon	2-Hour late start/PLC
May	29	Mon	Memorial Day**
June	2	Fri	End of 2 <sup>nd</sup> Semester (88 days)
June	4	Sun	Graduation (1:00 pm)
June	5	Mon	Non Instruction-Report Card*

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\* Students not in session\*\* Students & Teachers not in session\*\*\*Late starts and early outs will be used for staff development (Professional Learning Communities)  
The School Board agrees that the first three (3) student days lost to an emergency will not be made up. February 16 will be the first make-up day. Any further needed make-up days will be determined by the school board. *Adopted 12/16/13*

### SCHEDULE OF CLASSES (REGULAR DAY)

Gathering Time	7:50 – 8:05 (ala carte open)
Period 1	8:08 – 8:56
Period 2	9:00 – 9:48
Advisor	9:52 – 10:09
Period 3	10:13 – 11:01
Period 4A	11:05 – 11:53
Lunch A	11:05 – 11:35
Period 4B	11:39 – 12:27
Lunch B	11:57 – 12:27
Period 5	12:31 – 1:19
Period 6	1:23 – 2:11
Period 7	2:15 – 3:03

### SCHEDULE OF CLASSES (ALL LATE STARTS)

No Gathering Time	
First Bell	10:00 AM
Period 1	10:04 – 10:31
Period 2	10:35 – 11:02
Advisor	(No Advisory Time)
Period 3	11:06 – 11:33
Period 4A	11:37 – 12:17
Lunch A	11:37 – 12:07
Period 4B	12:11 – 12:51
Lunch B	12:21 – 12:51
Period 5	12:55 – 1:35
Period 6	1:39 – 2:19
Period 7	2:23 – 3:03

The secondary building is open on school days at 7:30 a.m. and students are expected to leave the building by 3:30 PM unless they are supervised by a coach or faculty member. Upon arriving at school in the morning, 7-12 grade students should be in supervised common areas only, unless meeting with a teacher until the first bell. All 6th grade students should report to their home room classrooms (unless eating school breakfast, then report after breakfast).

It is impossible to address every situation that arises during the school day and at related extracurricular activities. The school board has given the administration the authority to develop and implement additional policies or procedures they believe are necessary to operate the school. Individual teachers may have additional rules and expectations not covered in this handbook and will inform students and parents of these expectations through their syllabus.

**Changes to this handbook during the school year will be approved by the school board and posted in the secondary office and online via the District website under Secondary School. All policies can be viewed online at LCWM>School Board>Policy Manuals.**



## GENERAL INFORMATION

### APPROPRIATE APPEARANCE (DISTRICT POLICY #504)

The responsibility for each student's appearance rests with the parents and the students themselves. Clothing should be neat, clean and not offensive. Appropriate dress and footwear should be worn at all times.

Examples of inappropriate attire include, but are not limited to:

1. Clothing advertising/representing illegal substances; containing obscene, discriminatory, sexual innuendos or profane language or pictures; containing/construed to contain gang colors, symbols/clothing worn in a manner to identify gang membership
2. Immodest clothing, such as revealing pants or tops, short shorts, tube tops, backless/strapless tops or clothing that reveals excess skin/cleavage

Students may not wear clothing or hairstyles that:

1. Create a disruption to the learning process
2. Create a health or safety hazard to any person or persons
3. Result in undue school maintenance problems
4. Prevent students from doing their best work because of a blocked view or restricted movement
5. Indicate relationship to gang or gang graffiti
6. Make reference to alcohol, tobacco or controlled substances; contain statements promoting harassment, profanity, discrimination or abuse; contain obscenities or inappropriate sexual comments

Types of clothing that are generally not permissible:

1. Head coverings are to be removed at first bell. The school day ends at 3:00 PM and hats and scarves can be worn as students exit the building. Permission to cover the head may be granted by administration for special circumstances.
2. Clothes that reveal undergarments are not allowed, including shirts or tops that reveal mid-section or excessive amounts of skin. Immodest clothing includes, but is not limited to, shirts that display stomach skin, halter-tops, overly tight clothing, and visible undergarments, including bra straps and elastic bands of boxer shorts. The guideline for shorts or skirts is fingertip length when a student is standing with their hands at their sides.
3. Students who violate this policy will be sent to the office, where they may:
  - a. Get an approved article of clothing and change into something appropriate for school;
  - b. Call home and have someone bring an approved article of clothing;
  - c. Replace the clothing with something from the office that will be worn for the rest of the day;
  - d. Be placed in in-school suspension for the remainder of the day. A student is considered unexcused from class during the correction time. Consequences related to extra-curricular activities will apply.

4. Metal chains and spike jewelry/accessories are considered a safety concern and will not be allowed in school

#### **BACKPACKS, DUFFEL BAGS, LARGE PURSES AND COATS, ETC.**

These items, along with other carrying devices, shall be placed in the student's locker upon arrival at school and remain in the locker until the student is dismissed.

#### **BUS REGULATIONS (DISTRICT POLICY #709)**

Riding the bus is a privilege, not a right. For the safety of all students, bus drivers will enforce the following expectations. Students will:

- Respectfully obey the instructions of the school bus driver
- Remain seated at all times facing forward
- Talk quietly using appropriate language
- Keep all body parts inside the school bus
- Keep arms, legs and personal belongings to yourself
- Not fight, harass, intimidate or engage in horseplay
- Not throw objects of any kind
- Not eat, drink or use controlled substances on the bus
- Understand that weapons and dangerous items that will be turned over to proper authorities
- Understand that damage to the bus is a punishable offense

#### Consequences

1<sup>st</sup> Offense: Warning, depending on severity

2<sup>nd</sup> Offense: 5-day suspension from riding the bus

3<sup>rd</sup> Offense: 10-day suspension from riding the bus

4<sup>th</sup> Offense: 20-day suspension from riding the bus, plus a meeting with the student and the parent/guardian

5<sup>th</sup> Offense: Suspended from the bus for the remainder of the school year

Other Possible Disciplinary Action: Consequences are based on the level of damage/misconduct and the student's history of bus misconduct. If temporary suspension from the bus and the bus stop do not improve the behavior, an administrator may assign a period of out-of-school suspension. More serious situations could result in a student's permanent expulsion from school.

Records of Bus Conduct: The bus company maintains student misconduct records and forwards a copy to the appropriate school administrator. These notices are kept in the school's student discipline files. Reports of serious bus misconduct are referred to the MN Department of Public Safety.

Vandalism/Bus Damage: Students who damage a school bus will be held accountable for the repair or replacement of the damaged property. A student has two (2) weeks to pay the cost of the repairs or to make payment arrangements directly with the bus company. A student's bus privileges will likely be suspended until damages are paid.

#### **CAFETERIA**

Students are not allowed to go to their lockers during lunch without permission. Leaving the school building during lunch without permission will result in an unexcused absence for the period attached to lunch.

#### **CARD PLAYING/GAMES**

Except for gathering time or lunch, students are not allowed to play cards or games during the school day. No exceptions without administrative approval.

### **CELL PHONES & OTHER NUISANCE ITEMS**

Students are allowed to bring cell phones or other electronic devices into the building. Although teachers may allow cell phone use in the classroom for educational purposes, students are expected to follow the expectation of their teacher regarding use. Violators will face consequences, including having their device confiscated for secure storage in the office, in which case it can be picked up at the end of the day (no earlier).

Consequences: First Offense: \$5.00; Subsequent Offenses: \$10.00. The school reserves the right to impose other consequences in cases of frequent abuse. All monies will be used for student activities. Students who refuse to relinquish their phones face immediate suspension. Readmission will include relinquishing the phone and paying the fine. Normal consequences apply if a student is using a cell phone that does not belong to them, and the cell phone of the other person will be held in the vault for pick up at the end of the day. Students who need to make a phone call must receive permission from a staff member and should remain in the classroom or come to the office.

The use of electronic devices or other objects which cause distractions to the educational environment include, but are not limited to, pagers, radios, cellular phones, iPods, digital cameras/recording devices; making, distributing or posting audio or video recordings of any school activities, classroom or school employee without prior approval of a building administrator; and the use of cellular phones and hand-held computers (PDAs) in locker rooms, classrooms or other areas requiring a private, secure or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not an exclusive list, and any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school-contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

### **CLASS DUES**

Each class will meet to vote on dues and officers. Dues are used for student related activities, prom and graduation expenses. Students are expected to pay dues prior to prom and/or graduation. Each senior class chooses how to spend any remaining funds.

### **CLOSED CAMPUS AND OUTSIDE PASSES**

Students are to remain in the building during the school day.\* Please review the information under Attendance (page 12) for guidelines.

*\*Seniors with a lunch pass consent form signed by a parent/guardian may leave for lunch unless they have had their pass revoked for disciplinary purposes or are listed as failing any class. Students who are on the no-pass list remain on the list for the entire week. Students who transport or otherwise take underclassmen with them risk having their lunch passes revoked.*

### **COMMUNITY SERVICE**

Responsibility to one's community and service to others is an important life lesson. LCWM students must earn sixteen (16.0) community service hours as a graduation requirement (grades 9-12). Hours must be voluntary and can be earned helping people outside of the immediate family, e.g., raking leaves, shoveling snow, walking ditches to

pick up trash, tutoring or by completing other community or religious activities. Court ordered community services hours do not count.

- All sixteen (16) hours can be obtained within the same calendar year.
- Community Service hours must be submitted the year they are earned.
- Hours are pro-rated for new or transfer students (4 hours per year of attendance).
- Community Service forms must be filled out by the student and signed by the person for whom the hours were completed. *Parents/guardians cannot sign community service forms for their student unless they are the chair or head of the organization for which hours are completed.*
- Students are not allowed to accept any compensation for their community service.

*Forms are available on the District's web site or from the Community Education office and must be submitted to Community Education for recording.*

#### **CRISIS/DISASTER DRILLS**

LCWM has a full crisis and emergency procedure plan and every attempt will be made to maintain a safe and secure environment. Drills are practiced throughout the year to ensure safety and the necessary knowledge of the proper procedures to follow in an actual emergency. State law requires that school districts conduct disaster drills throughout the year (1 tornado drill, 5 lockdowns and 5 fire drills). Teachers will provide students with directions specific to each classroom. During a drill, students with outside passes are not excused until an *All Clear* is issued.

#### **EIGHTEEN-YEAR OLDS**

Regardless of adult status granted by state statute, students who are eighteen (18) years or older must abide by all school and district policies/regulations.

#### **EMERGENCY SCHOOL CLOSINGS**

If school is cancelled for the afternoon or all day, after school activities/programs are also cancelled for the day. Based on the nature or severity of the closing, students will be sent home or remain in school.

Announcements concerning school closings, late starts or early dismissals may be obtained through the Infinite Campus Messenger system or on the following stations:

KEYC-TV, Mankato (Channel 12)	KYSM, Mankato (FM 103.5)
KYSM, Mankato (AM 1230)	KTOE, Mankato (AM 1420)
KEEZ, Mankato (FM 99.1)	WCCO, Minneapolis (AM 830)

#### **EXTENDED DAY PROGRAM**

Grades 7 and 8 operate on a quarter schedule within a seven-period day. Students can earn .25 credits for each quarter class. Requirements for passing grades 7 and 8 include earning a minimum of 3.5 credits per year for the core classes (Language Arts, Math, Physical Education/Health, Science and Social Studies). To earn a quarter credit, a student must achieve a D- (60%) or higher. Students not meeting requirements will have the opportunity for credit recovery through Extended Day.

#### **EXTRA-CURRICULAR EVENTS**

Students are expected to demonstrate socially appropriate behavior at extra-curricular events, both at home and away. Students who violate expected guidelines may be barred from attending events for a period of time, including the rest of the school year.



**EYE PROTECTION**

State law requires all students, staff and visitors to wear industrial approved eye protection when participating in or observing an activity within a designated eye protection area.

**FIELD TRIPS**

Field trips are intended to meet a specific educational objective. Parents/guardians will be notified when a field trip is scheduled. School rules apply during a school-sponsored field trip and students are expected to display socially appropriate behavior. Violators may not be allowed to attend future events. If a student is absent or unable to attend an event, another assignment may be given to meet the educational objective and goal.

**GRADING**

LCWM uses the traditional letter grading system of A, B, C, D and F. Course work must be completed before final passing grades and credits are assigned.

- An 'I' (incomplete) or an 'NG' (no grade) may be given if a student has not completed all course work.
- After the end of the quarter, a student has two weeks to complete required work to change an 'I' to a passing grade. Unless special circumstances apply, an 'I' will be changed to an F if work is not completed during this timeline.
- Students have one semester to complete work for which a 'NG' was assigned, e.g., a 'NG' for spring semester will become an F at the end of fall semester the following year if work is not completed.
- A pass/fail grading system may apply under special circumstances.

**GRADE POINT AVERAGE**

In determining grade point averages (GPA), courses are given equal value based on the credit value of the grade received. In a four-point system, an A is equal to a 4.00, a B is equal to a 3.00, etc.

**HONOR ROLL**

- A Honor Roll = 3.6 GPA or higher
- B Honor Roll = 3.0 – 3.599 GPA

**INAPPROPRIATE STUDENT CONTACT (PDA-PUBLIC DISPLAYS OF AFFECTION)**

Inappropriate student contact is not acceptable and may be offensive to others. Staff will speak to students when inappropriate contact is observed and will report students who disregard requests to correct the behavior.

**INSURANCE**

LCWM is not responsible for student injuries. Information on private accidental dental/health school insurance for families is available in the office.

**INTEGRITY & HONESTY**

Plagiarism is a dishonest and serious illegal act. Students who cheat in any manner will be subject to disciplinary action, ranging from receiving no credit on the assignment to failing the class.

**KNIGHTS CODE OF HONOR**

LCWM's student recognition program focused on three behavior expectations: Respect, Responsibility and Leadership. Staff award Honor Coupons to students who

demonstrate these behaviors and data from behavior referrals is used to develop support programs for students. A variety of other incentive programs is used throughout the year to acknowledge students.

**LOCKERS (DISTRICT POLICY #502)**

All students are assigned school lockers, which are the property of the school and must be used for the intended purpose, e.g., to store books, school supplies and outdoor clothing. Students are advised that the contents of their lockers are not considered private. Administrators have the right to search a locker with or without the permission of the student. If school personnel have reasonable suspicion that a student has placed illegal or dangerous materials in their locker, a school administrator may search the locker with or without the use of police dogs.

Assigned lockers have working combinations and are intended for the use of the designated students only. Students are responsible for the locker and its contents. They are expected to keep lockers locked and combinations private.

**LOST/STOLEN ITEMS**

Although school officials will make reasonable efforts to find lost or stolen items, LCWM does not assume responsibility for personal property. Students should not bring valuables and non-educational items to school.

**LUNCH ACCOUNTS**

Each student is issued an individual lunch ID number. Lunch numbers are not transferable and should not be shared between students. State and federal government regulations prohibit the charging of lunches. Lunch money can be paid online or turned in to the secondary school office. Families are asked to write separate checks for lunch account payments, athletic or other participation fee payments.

**NON-DISCRIMINATION NOTICE**

The Lake Crystal Wellcome Memorial School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies: Ashleigh Campbell, 607 Knights Lane, Lake Crystal, MN 56055 507-726-2323 x 1230 or Doug Burns, 607 Knights Lane, Lake Crystal, MN 56055 507-726-2323 x 1250.

**PAPERS & PROJECTS**

Most classes use the MLA writing style; however, APA writing is used for science. More information can be found on the district's homepage or by contacting the teacher.

**PARENT/FAMILY NOTICES**

Mid-quarter reports are sent to the families of students who are not making satisfactory progress. Notices are not sent to any parents with access to the parent portal. If a parent/guardian desires more frequent communication, they are asked to contact the specific teacher.

**PARKING (DISTRICT POLICY #527)**

The west parking lot is designated for student parking. The east lot is reserved for staff and visitors. Students who park in the east lot will receive one warning, after which their vehicle may be towed. If students are gone for an event over multiple days, they are expected to park their vehicles together in the northwest corner of the student lot.

**PLANNERS/BUILDING & HALL PASSES**

Student planners are provided to students in grades 6-8<sup>th</sup> at no cost, and are designed to provide organizational skills, hall passes and other valuable school information. Student planners should be with the student at all times. Replacement planners cost \$5.00.

Teachers will strictly limit hall passes and will issue them only for specific reasons and to a specific location. Students are required to have their signed planner with them when in the hallways during class time. Only one student's name should appear on a hall pass. Inappropriate use of hall passes will result in disciplinary action.

**PORTAL**

Students and their parent/guardian may view attendance and grades, as well as other information, via the Infinite Campus Portal. Contact the office to set up an account.

**POSTERS & BULLETIN BOARDS (DISTRICT POLICY # 505 AND #512)**

The principal must approve posters, flyers or notices before they are displayed.

**RIGHT TO PRIVACY (DISTRICT POLICY #515)**

Parents or guardians must contact the school by September 16, 2016, if they do not want their student's picture and/or name in school publications. Anyone taking pictures or videos of students or staff without their permission is subject to disciplinary action.

**SCHOOL ATHLETIC, CO-CURRICULAR & SOCIAL EVENTS**

LCWM-sponsored events must be pre-approved by the principal. Non-school related events must be reserved through the District Office. Evening events and activities should end by 9:00 PM, with participants out of the building by 9:30 PM. On non-school nights, events may continue until 11:30 PM. Exceptions include Homecoming, Prom and other special events. Parties, dances, picnics, etc., will be chaperoned by faculty or advisors. Sponsoring groups are responsible for set up and clean up.

With the exception of Prom, LCWM dances are for students who attend LCWM. Dances may be chaperoned by teachers, administrators and school resource officers. Proper attire and behavior are required of the students.

General Dance Expectations for All Dances:

1. If students leave the dance, they are not allowed to return.
2. Use of controlled substances is forbidden.
3. The dress code of the school remains in place at all school events.

Middle school dances are for students in grades 7 and 8 who attend LCWM and are separate events with separate rules. Middle school students may not attend high school dances. No students younger than seventh grade may attend middle school dances.

To bring a guest to Prom, LCWM students must observe these guidelines:

- 1) If a guest does not attend LCWM, they must be registered with the LCWM junior class advisers by the deadline established.
- 2) Guests must accompany an LCWM junior or senior.
- 3) Guests must be in at least 9<sup>th</sup> grade and must be under 21 years of age.
- 4) Supervisors will check ID's to verify age of guests.
- 5) Administrators reserve the right to deny entrance of a student's guest.

**SCHOOL RESOURCE OFFICER**

LCWM partners with the Lake Crystal Police Department to have a School Resource Officer available for resolution of conflicts, education and consultation about legal issues or safety concerns. Students who violate school policies that are also violations of Minnesota Statutes may be charged with a crime. Examples include, but are not limited to, use/possession of drugs, alcohol or tobacco; theft or vandalism, as well as violations against persons with threats; assault, fighting, harassment, interference and obstruction; attack with a weapon; sexual assault, illegal sexual conduct or indecent exposure.

**SCHOOL ZONE**

Pursuant to Minnesota law, a School Zone is 300 feet from school property, or one city block, whichever is greater. A school zone includes school buses. School rules apply in all of these areas, as well as during off campus during school-related activities.

**SECURITY CAMERAS**

For security, surveillance cameras are located in various places in the school. Tampering with cameras is considered a serious breach of school security. Furthermore, evidence that is gained through the use of these cameras can and will be used to determine if school policies have been violated. Appropriate consequences will apply.

**SMOKE-FREE & TOBACCO-FREE ENVIRONMENT (DISTRICT POLICY #419)**

LCWM is proud to be a smoke-free and tobacco-free school. The Board has designated funds for participation in cessation programs or self-help materials.

**SOFT DRINKS & OTHER BEVERAGES**

Unless permission is received from the principal, all food and beverages should be consumed in the cafeteria.

**STUDY LUNCH**

Study Lunch is held during fourth hour and is available to all students on an assigned basis. Assignments are given to the lunch/study lunch supervisors and failure to report to assigned Study Lunch results in no credit for the assignment.

**TELEPHONE CALLS**

Parents/guardians should contact the school if they need to speak to their student during the school day. Students who need to reach a parent are required to call from the office. Students may not use school phones (library, office, etc.) without permission.

**TEXTBOOKS: LOST OR DESTROYED**

Per Minnesota Statute 120.101, students will be charged damage or replacement fees for books or materials assigned to them.

**VISITORS**

All visitors are required to register in the office. Non-district student visitors or previously enrolled students must be in grades 7-12 and their visit must be pre-approved and for educational purposes. Visitor applications and passes are available at the school office. Host students are responsible for their guest during the school day.

**ATTENDANCE (DISTRICT POLICY #503)**

*Learning Together, Growing Together* should remind students that regular attendance is directly related to success in academic work, benefits students socially, provides

opportunities for important communications between teachers and students and establishes regular habits of dependability important to each student's future. This philosophy places the responsibility on students and their parent/guardian and ensures that absences are limited and unavoidable. Good attendance is a joint responsibility shared by the student, parent/guardian, teacher and administrator.

#### **ABSENCE DEFINED**

A student is absent when he/she is not present after the first 5 minutes of class.

#### **ABSENCE LIMIT**

Attendance information is recorded each class period. It is possible for a student to be in violation of the policy for all classes or for only one class. Reasons for student absences are required and will be recorded. A limit on the number of times a student can be unexcused from class has been set.

Although the school keeps track of attendance, the student and their family are never excused from this responsibility. Attendance information is available via the Infinite Campus Portal. The portal registration process is simple and can be completed at any time by contacting the secondary office.

#### **EXCUSED ABSENCES**

An absence is excused when the student's parent/guardian has knowledge of and believes that the student should be absent from school. In order to have the student excused, the parent/guardian must contact the school in person or by telephone by 9:00 AM, or within 48 hours of the day of the absence. An absence not excused according to those guidelines will be unexcused. Students are responsible for all make up work during the time they are absent.

#### **UNEXCUSED ABSENCES**

If a student is absent without the permission of a parent/guardian, or if a student is absent from a class without a valid reason, the absence is considered unexcused. Unexcused absences include, but are not limited to:

1. Oversleeping
2. Shopping
3. Non-medical appointments
4. Chronic or ongoing illness that is NOT verified by a doctor's note and authorized by a school administrator.

The administration reserves the right to determine if an absence is excused or unexcused.

#### **CONSEQUENCES**

1. For each unexcused absence from a study hall, the student may be assigned a detention. If the detention is not served within the 5-day window, the student will be considered insubordinate and may be assigned a half day of in-school suspension. The consequence for skipping any class is the potential loss of credit for the class and/or additional consequences determined by each individual teacher or the school.
2. Second and third unexcused absence: The teacher will meet with the student. Both will sign a letter indicating their knowledge of the 2<sup>nd</sup> or 3<sup>rd</sup> overall unexcused absence and the potential loss of credit. After the principal has signed the letter, it will be mailed home. The student may also meet with the principal, counselor or attendance committee.

3. The principal may also request that the student meet with the school's probation officer to discuss the consequences of truancy.
4. Fourth unexcused absence: The principal will verify the absence with the teacher and both will sign notification of the loss of credit. At that time, the principal will meet with the student and briefly explain the appeal process. Notification of the loss of credit will be mailed to the parent/guardian.

#### **EXEMPT ABSENCES**

Absences for school-sponsored activities, school suspensions and college visits\* will not be counted against a student's attendance. Other absences, such as visits with the counselor, social worker, nurse, etc., may be exempt per administration approval.

*\*Students must provide official documentation from the college they visited. Only juniors and seniors may use this option and it is limited to two days in a school year.*

#### **MAXIMUM ABSENCE RULE**

Students are expected to attend class every day with the exception of excused or exempt absences. The Maximum Absence Rule is enforced if a student accumulates more than 3 unexcused absences in a class in a semester.

1. Students will not receive credit for a class in which unexcused absences exceed the Maximum Absence Rule.
2. If a student reaches the Maximum Absence Rule Criteria, a student may remain in class and receive no credit (NC), as long as behavior expectations and course requirements for passing the class are met. They may appeal the loss of credit through the Appeals Process below.
3. A student who chooses not to remain in class will be assigned to a study hall and will waive their right to appeal for credit recovery.

The principal and attendance secretary will keep track of unexcused absences and provide a warning to students and their parent/guardian; however, it is the final responsibility of the student and their family to be aware of the total number of absences for the semester.

#### **MAXIMUM ABSENCE RULE: APPEAL PROCESS**

Students who receive a 4<sup>th</sup> unexcused absence in a course, and thus lose credit, may appeal the loss of credit in writing by requesting the appeal form from the secondary office, completing it and returning it to the principal no later than three days before the end of the semester. Students must remain in the class in order to appeal the loss of credit. The principal will inform the teacher of the appeal and request a recommendation. A meeting will be held, which may include the teacher, counselor and attendance secretary, only if there is a disagreement concerning the outcome of the appeal. Students are allowed one appeal per class per semester unless an exception is made by the principal. If students do not meet the conditions of granted appeal, they will lose credit with no further opportunity for appeal.

#### **TARDY**

An excused tardy is a request by a parent/guardian for the student to be late to school or class. The secondary office must be contacted during the day of the tardy for it to be excused. The administration reserves the right to limit the number of excused tardies.

A tardy is given if a student is five minutes or less late to class; more than five minutes is considered an absence. After the first unexcused tardy to a class, the teacher may issue a warning, but may assign a consequence for any subsequent unexcused tardies.

Consequences related to extra and co-curricular activities will be enforced and the student will remain ineligible for participation in any activities until the requirements for readmission have been met.

#### **ATTENDANCE & TRUANCY**

State compulsory attendance law, Minn. Stat. 120A.22, subd. 5 states that every child between 7 and 16 years of age must receive instruction. Minn. Stat. 120A.22, subd. 8, defines how a student between ages 16 and 18 can withdraw from school.

➤ Continuing Truant: Minn. Stat. 260A.03 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 (3) or more class periods on three (3) days if the child is in middle school, junior high school or high school. Minn. Stat. 260A.03 provides that the school shall notify the student's parent/guardian of the following:

- that the student is truant;
- that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- that the parent or guardian is obligated to compel attendance of the child at school pursuant to Minn. Stat. 120A.22, and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. 120A.34;
- that this notification serves as the notification required by Minn. Stat. 120A.34;
- that alternative educational programs and services may be available in the district;
- that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
- that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges pursuant to Minn. Stat. 260C.201; and
- that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

➤ Habitual Truant: Minn. Stat. 260C.007, subd. 19, provides that a student under the age of 16 years old who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days, or a student who is 16 or 17 years of age who is absent from attendance at school using the same criteria and who has not lawfully withdrawn from school is an habitual truant.

- Under Minn. Stat. Ch 260A, a school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services. At this point, a truancy petition will be sent to the county attorney's office. After the county attorney reviews the petition, the student and parent/guardian may be required to attend a court hearing.

**MAKE UP WORK**

Make up work for excused absences will receive full credit if it is completed during the time allotted by the classroom teacher. A minimum of one day for each day absent, plus one more day will be provided. For example, if a student is absent on Monday, they have until Wednesday to submit the work missed. However, special assignments, such as book reports, speeches, parts of larger units, etc., may be shared with students and/or posted or as part of a unit outline or course syllabus and the above timeline may not apply. In the case of family vacation, work should be done prior to or promptly after the absence or within a time period agreeable to the teacher. Teachers may use discretion in setting deadlines for such instances.

**PARTICIPATION IN EXTRACURRICULAR ACTIVITIES & SCHOOL-SPONSORED ON-THE-JOB TRAINING PROGRAMS**

This policy applies to all students involved in any extracurricular activities scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he/she has an unexcused absence from any class during the day.

If a student is absent from school due to medical reasons, he/she must present a statement from the student's physician or parent/guardian allowing the student to participate that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

**RESPONSIBILITIES OF THE PARENT/GUARDIAN**

1. Encourage your student to attend school regularly.
2. Call the office by 9:00 AM on the day of your student's absence. Absences that are not verified within 48 hours of the student's return to school will remain unexcused. Messages can be left 24 hours a day, 7 days a week.
3. Schedule appointments, vacations, college visits, etc. on non-school days.
4. Notify the office in writing or by phone of a pre-authorized absence at least 1 day prior to the absence.

**RESPONSIBILITIES OF THE SCHOOL**

1. Record and maintain accurate attendance reports from each class and study hall.
2. Be familiar with and apply procedures governing attendance uniformly.
3. Upon request, provide missed assignments to any student who has been absent.
4. Work cooperatively with the student's parent/guardian to resolve any attendance problems that may arise.

**RESPONSIBILITIES OF THE STUDENT**

1. Attend each class, arriving on time prepared to learn and participate.
2. Inform teachers and office staff in advance of pre-authorized absences.
3. Ensure that parent/guardian calls the office within 48 hours of absences.
4. Be aware of their own status in regard to tardiness and absences in each class.

**CONDUCT & DISCIPLINE (DISTRICT POLICY #506)**

LCWM students are expected to conduct themselves in a manner that reflects favorably upon themselves, their home and their school. Rules and regulations are developed to



provide for optimum learning in a safe, positive school environment. Common sense should tell students what behavior is acceptable and how to comply with school rules.

The administration and staff at LCWM believe that students can be responsible, use self-discipline and show a positive attitude. Students are expected to treat other students and adults with respect in class, in the halls and at all school activities.

A student's behavior becomes cause for disciplinary action when that behavior disrupts to the degree that effective teaching cannot proceed and/or when those actions disrupt the smooth operation of the school. Any student, including those 18 or older, must, by state law, abide by any and all regulations that apply to the general student body. For a full listing of inappropriate student behavior, consult the LCWM Policy Manual for Rules and Regulations. Students who display inappropriate conduct during school activities/events will be subject to disciplinary action.

Discipline and Student Welfare: The Secondary School adheres to LCWM's Policy on Student Welfare and Discipline (501–530) and the Pupil Fair Dismissal Act, which are available online or through the school or district office.

Student Rules of Conduct: Disciplinary action may be taken against a student for any behavior deemed disruptive or that violates the rights of others. Students are expected to cooperate in all disciplinary investigations. The following are a few examples of unacceptable behavior subject to discipline:

1. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes or leaving school grounds without permission;
2. Physical Assault: When bodily harm is inflicted upon someone else, with or without intent;
3. Verbal Assaults: Abusive, threatening, profane or obscene language, oral or written, by a student toward staff or students, including conduct degrading to race, religion, gender, ethnic background and physical or mental abilities;
4. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;
5. Violation of federal, state or local laws;
6. Sexual Harassment and Violence (policy available in school office);
7. Weapons and Zero Tolerance: using, possessing or distributing items or articles that are illegal or harmful to persons or property, including, but not limited to, tobacco, paraphernalia, alcohol, weapons and look-alike weapons;
8. Other acts, as determined by the school administration, which are disruptive of the educational process or dangerous or detrimental to the student or other students and school personnel.

Student Responsibilities: The following are broad examples of student responsibilities:

- Behaving appropriately and obeying school rules,
- Recognizing and respecting the rights of others,
- Conducting themselves in an appropriate physical and verbal manner,
- Attending school daily and being on time to all classes,
- Dressing and grooming in a manner which meets standards of safety and health and common standards of decency,
- Respecting the school's property and the property of others,
- Providing information in disciplinary cases, should they possess such knowledge.

Student Rights: All students have the right to a free and appropriate education and the right to learn free of discrimination.

## **BULLYING PROHIBITION POLICY (DISTRICT POLICY #514)**

TO VIEW THE ENTIRE POLICY ONLINE: SEE THE DISTRICT'S HOME PAGE>SCHOOL BOARD>POLICY MANUALS

### **Purpose**

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

### **General Statement of Policy**

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

2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

#### **DETENTION**

Detention is a disciplinary procedure assigned to students and used to make up time for school infractions. Detention must be made up within three (3) days of issuance. If detention is not completed within five days, the student will face other consequences, including those related to extra and co-curricular activities. Days when school is not in session or when a supervisor is not available do not count toward the three days.

#### **DETENTION PROCEDURE:**

1. A behavior referral will be submitted to the office.
2. The office will review the referral and administer any additional consequence.
3. Time for detentions with the assigned supervisor is 3:05-3:50 PM Monday through Thursday. The office will supervise previously arranged Friday detentions.
4. Students who do not arrive on time may be asked to leave. No student is allowed to leave once detention begins.
5. Students are required to read, work on assignments or sit quietly during detention.
6. Food and beverages are not allowed in detention.
7. Outdoor clothing is not to be worn or brought to detention.
8. If a student is removed from detention for behavior reasons, they will not receive credit for serving and will be assigned a second detention.
9. Cell phones, headphones and other nuisance items are not allowed in detention.
10. All school rules apply.

Arrangements should be made with the attendance secretary if the student wishes to serve detention before school. Noon detentions can only be served with the approval of the building principal.

All detentions issued by a specific teacher will be done with that teacher. The assigned supervisor or the office will supervise administratively issued detentions.

#### **IN-SCHOOL DETENTION**

Removal from class is the short-term exclusion of a student from class during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his/her lawful designee. The removal of a student from class shall not exceed one class period unless the administrator has determined otherwise. The decision to remove the pupil from the classroom is pursuant to the procedures and rules established the school policy. This paragraph refers to a teacher's right to remove an unruly student from a class. The principal may remove a student for a longer period of time. Students must relinquish their cell phone during In-School Detention. Students who are removed from the classroom more than once during the day may be suspended.

The removal from class may be imposed without a formal administrative conference when it appears that the student will create an immediate and substantial disruption or danger to himself or to persons or property around him. After conferencing with the principal or his/her designee, a student may be allowed to return to class.

#### **PROCEDURE FOR REMOVAL FROM CLASS**

Any pupil removed from class will be sent to the principal's office. The sending teacher will notify the office when a student is removed from class.

1. Based on the severity of the infraction, the teacher, principal and student may be required to meet before the student will be allowed to return to class.
2. The teacher and the student may meet prior to being readmitted to class. At that time, the teacher will state the expected behavior.
3. The teacher may contact the parent/guardian regarding the student's removal from class.
4. If a student violates a rule that endangers or harms another individual, they may be permanently removed from the class and not receive credit.

#### **SUSPENSION AND EXPULSION**

Occasionally it becomes necessary to suspend or expel a student from the classroom. In the event, the Minnesota Pupil Fair Dismissal Act will govern all procedures.

Under the provision of law, students may be suspended or expelled from school for any of the following reasons:

1. Willful violation of any school board regulation.
2. Willful conduct that violates others to the rights of an education.
3. Willful conduct, which endangers the student, other students, staff members or school property.
4. The administrator may suspend a student from school for one day.
5. Following an informal conference, the administrator may suspend a student for two or more days.
6. In addition to suspension, students who violate the safety regulations of a classroom may be dropped from the class immediately, which would also result in a loss of credit.

Students suspended out of school are not allowed on school grounds until the suspension has been lifted. If the suspension exceeds two days, the student may request that their assignments are brought to the office for pick up by the parent/guardian.

A school board may expel students after administrative recommendation. Expulsion may be for one calendar year or less, and may occur after the school board has held a hearing in accordance with the law.

**HAZING (DISTRICT POLICY #526)**

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 activities of any type are prohibited.

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

General Statement of Policy:

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

Disciplinary Action (may include, but is not limited to):

1. Student conference with an administrator
2. Parent/guardian contact by the school
3. Parent/guardian conferences with an administrator
4. Removal from class, either short or long term
5. Detention assigned after school
6. Referral to in-school support services
7. Referral to community or outside agency services
8. Assignment to an alternative school program
9. In-school suspension (ISS)
10. Out of school suspension
11. Exclusion and expulsion
12. Referral to local or other law enforcement agencies
13. Petition to the county courts for juvenile delinquency adjudication

**SEXUAL HARASSMENT (DISTRICT POLICY #413)**

Sexual harassment or discrimination violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Stat. 363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

LCWM strives to maintain a safe learning and working environment free from sexual harassment and sexual discrimination. The administration will address any violation of LCWM's sexual harassment policy by or to a student or employee of LCWM.

**THEFT**

Students must lock their academic and gym lockers and keep the combinations confidential. Students should leave cash and personal items at home. Thefts should be reported to the office and an effort will be made to investigate, and if possible, recover any stolen property. Students found guilty of theft will be dealt with accordingly. LCWM is not responsible for lost or stolen items.

**WEAPONS (DISTRICT POLICY #501)**

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

Definition: A 'weapon' means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to, any firearm (whether loaded or unloaded), air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows and objects that have been modified to serve as a weapon.

Consequences: The school district maintains 'Zero Tolerance' in regard to the possession, use or distribution of weapons. Pursuant to Minnesota law, a student who brings a firearm to school, as defined by federal law, will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis. The minimum consequence for students possessing, using or distributing weapons includes:

1. Immediate out-of-school suspension
2. Confiscation of the weapon
3. Immediate notification of police, parent or guardian; and
4. Recommendation to the superintendent of dismissal for a period of time not to exceed one year.

**STUDENT ATHLETICS & CO-CURRICULAR ACTIVITIES****ACTIVITY FEES AND FORMS**

Students are required to pay an activity fee to participate in athletic and many co-curricular activities. Parents/guardians must qualify pursuant to guidelines of the Federal Hot Lunch Program in order to have activity fee reduced or waived. A student cannot participate in practices or contests unless a current physical is on file in the secondary office. In order for the student to continue to participate, all necessary paperwork must be submitted to the office within five days of the student's first day of participation in the activity. This includes practices.

A full refund of an activity fee will be provided within one (1) week of the student's first day of participation. After one week, refunds will be prorated by the number of weeks in each sport/activity and only for serious illness and/or injury to the student.

Athletic Sports Schedules are available on our website (District > Shortcuts > Links > Valley Conference).

**ACTIVITY PASSES FOR STUDENTS & COMMUNITY MEMBERS**

Activity passes are available through the District Office for students and community members. Activity passes allow admission to all home athletic events (excluding playoffs), music concerts and the school play.

**ATHLETICS/CO-CURRICULAR & DAILY ATTENDANCE**

In order for a student to participate in after school activities, competitions or practices, they must be in attendance four (4) full class periods the day of the activity. An administrator or athletic director may waive this policy for extenuating circumstances.

**ATHLETIC/CO-CURRICULAR CLUBS & ORGANIZATIONS**

	<u>Grades 7 - 8</u>	
Mathcounts	Robotics	Science Fair
National Jr. Honor Society	Student Council	Swing Choir
	<u>Grades 9 - 12</u>	
Academic Decathlon	Knights of the Round Table	Robotics
Drama (Fall/One Act)	Knowledge Bowl	Science Fair
Economics Challenge	Math League	Swing Choir
FFA (8-12)	Music Contest	Student Council
Finance Decathlon	National Honor Society	Spanish Club
German Club	Pep Band	Yearbook
	<u>Athletics 7 - 12</u>	
Baseball	Football	Softball
Basketball	Golf	Volleyball
Cheerleading	Skiing	Wrestling
Cross Country	Soccer	Track & Field

**ATHLETIC/CO-CURRICULAR ACADEMIC PROBATION AND SUSPENSION**

LCWM policy requires students to make satisfactory academic progress for continued athletic and co-curricular eligibility. Poor classroom performance could also impact a student's work pass. Administration/Activities Director/Counselor will check grades during each quarter. If a student is failing a class, an Extracurricular Probationary Contract will be signed by the student and administration. This contract outlines specific goals a student must accomplish to improve a grade and timeline to do so. A copy of the contract is sent to the student's parent/guardian, athletic coach/co-curricular advisor.

If the conditions of the Extracurricular Probationary Contract are not met, the student will be subject to suspension according to Minnesota State High School League rules. LCWM's Co-curricular policy applies to all non-athletic activities, clubs, organizations, competitions and events, e.g., class officers and Homecoming attendants, for students

in grades 7-12. FFA, NHS, and NJHS have their own national charters and establish their own rules of eligibility.

#### **GENERAL ELIGIBILITY**

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide member of his/her high school in good standing. A student who is under penalty of exclusion, expulsion or suspension, whose character or conduct violates the Student Code of Responsibilities and is not in good standing, shall be ineligible for a period of time as determined by the principal.

#### Student Code of Responsibilities

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games or meets.

Mood-Altering Chemicals: During the calendar year, a student shall not 1) use a beverage containing alcohol; 2) use tobacco; or 3) use or consume, have in possession, buy, sell or give away any other controlled substance.

#### Penalties:

1. First Violation: After determination of the violation, the student shall lose eligibility to participate in all activities, meetings and practices covered under this policy for the next two weeks of the school year.
2. Second Violation: After determination of the violation, the student shall lose eligibility to participate in all activities, meetings and practices within this policy for the next three weeks of the school year.
3. Third or Subsequent Violation: After determination of the violation, the student shall lose eligibility to participate in all activities, meetings and practices covered under this policy for the next four weeks of the school year.
4. Summer Violations: After determination of a violation, the student's penalty will begin the first day of the school year.
5. Denial Disqualification: When a student denies the violation, yet is subsequently found guilty, the student shall be disqualified for an additional nine weeks beyond the original period of eligibility.
6. If a student who holds a position of leadership (officer, team captain or class officer) in any activities covered by this policy and is found to be in violation of rule 2 or 3, they shall be removed from their leadership role for the remainder of the school year.



**MINNESOTA STATE HIGH SCHOOL LEAGUE: CHEMICAL ELIGIBILITY**

**Bylaw 304.B.1**

**MOOD-ALTERING CHEMICALS**

A. Bylaw: Twelve (12) months of the year, a student shall not at any time, regardless of the quantity (1) use or consume or have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

B. Penalty

1. First Violation Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which a student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third or Subsequent Violation Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If, after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may then be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.
4. Penalties are progressive and consecutive.
5. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

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

A student shall not violate the bylaws of the Minnesota State High School League during the school year in these areas. Contact the Athletic Director for a copy of the bylaws.

**SERVING AN MSHSL PENALTY**

A student must be a student in good standing and able to be placed in the game, meet or contest except for the penalty being served. (Students who are not in good standing due to suspension, expulsion, injury, illness, family vacations, etc., are not able to be placed in a game, meet or contest, and are therefore not able to count those contests toward the penalty.)

## STUDENT SERVICES

### COMPUTER USAGE & INTERNET ACCESS (DISTRICT POLICY #524)

LCWM provides opportunities for an assortment of technology uses. Use of the school's resources is a privilege and inappropriate use of the district technology will result in disciplinary action. Appropriate permission forms must be signed and returned to the school office before student access is allowed. A teacher's written permission is required for students to use the computer lab outside of scheduled class time. *Absolutely no food or drink is allowed in the computer labs.*

### GUIDANCE SERVICES

The primary purpose of guidance services is to help each student in his/her academic, personal/social and career planning needs. Educational and occupational files are located in the Career Center. Student test scores showing achievement, ability and aptitude are on file in the office and may be viewed through an appointment with the school counselor.

Graduation: The counselor regularly monitors a student's academic progress, and when students meet all the graduation requirements at LCWM, including completion of sixteen (16) community service hours, they will be issued a diploma. Seniors at risk of not graduating on time will meet with the school counselor at the end of first semester to formulate a plan. A letter of explanation will be sent by certified mail to parents/guardians informing them of their student's graduation status.

Graduation Requirements: LCWM operates on a semester schedule within a seven-period day. Students are required to take at least 6.0 credits each year and earn 0.5 credit for a semester class. Requirements for graduation include the successful completion of 24.0 credits, as well as passing the required state graduation assessments. Credit requirements include the following:

- 3.5 English
- 0.5 credit in Speech
- 3.5 credits in Social Studies
- 3.0 credits in Mathematics
- 3.0 credits in Science
- 1.0 credit in Physical Education
- 1.0 credit in Art
- 0.5 credit each in Health, Careers and Computer Applications
- 7.0 Elective Credits
- 16 Community Service Hours

Honor Students: Honor students are graduating seniors who have a grade point average of 3.33 to 3.849 at the end of first semester. High Honors graduates must have a GPA of 3.850 to 4.0. A senior's GPA average is an accumulation of final marks from grades 9-11 plus first semester senior grades. A student's permanent academic record cannot be computed until year end final tests and grades are recorded.

Schedule Changes: Efforts are made to provide each student with the schedule of their choice; however, class size and availability may not accommodate all requests. Schedule changes can be made during the first five days of each semester and require a student to complete an Add/Drop form available in the office. Errors should be immediately reported to the counselor.

Student Records: Student records, e.g., grades, attendance, standardized test scores and discipline referrals are kept in the school office. A parent/guardian may review the contents of these records by making an appointment with the principal or counselor. They may make copies of anything in their student's school record, but the original records must remain in the office. A parent/guardian may request the removal of an

item from a student's file; however, this request may or may not be granted. If denied, an appeal may go to the next higher school official and ultimately the School Board.

Public schools must have written consent from the student, or if under age 18, from a parent/guardian to send a transcript of school records to a college, vocational school, university or prospective employer. Requests for official transcripts should be made online using the Docufide e-transcript system. A copy of this Privacy Policy is on file at the District Office.

Student Work Experience Program: For a student to hold an outside job and earn credit during school hours he/she must be enrolled in LCWM's Work Experience program, which is available to a limited number of juniors and seniors.

**HEALTH SERVICES (DISTRICT POLICY #516)**

Students who become ill during the day must report to the office. The school nurse or designated staff will call parents as needed. Students who leave school without checking with the office will receive an unexcused absence.

Medications During School Hours: OTC medications may be carried by the student if parental consent and a student contract with the nurse are signed. School staff cannot administer medications, whether over-the counter or prescription, without the written authorization of the physician and parent/guardian. All medications must be brought to the school by a parent/guardian.

**OTHER STUDENT SUPPORT SERVICES**

Students who experience social or personal problems will be directed to seek assistance from the school social worker, nurse, counselor and/or principal. In addition to local services, assistance for specialized testing and counseling are available through the Minnesota State Employment Office and Blue Earth County Human Services. Other representatives from colleges, universities and the military schedule visits throughout the school year to meet with prospective students

**TITLE IX**

LCWM does not discriminate in its educational program, activities or employment policies based on race, religion, national origin, sex, marital status or disability, as mandated by Title IX of the 1972 Education amendments of Minnesota Statute 363.03. Direct inquiries regarding Title IX to the following:

LCWM Superintendent  
607 Knights Lane

Post Office Box 160  
Lake Crystal MN 56055

**SCHOOL SONG** (To the tune of the Minnesota Rouser)

LCWM HATS OFF TO THEE  
TO OUR COLORS TRUE WE WILL  
EVER BE  
FIRM AND STRONG UNITED ARE  
WE  
RAH, RAH, RAH FOR OUR  
KNIGHTS  
FIGHT, FIGHT, FIGHT, FIGHT  
RAH FOR THE BLUE AND GRAY

PRIDE AND POWER WE WILL  
SUCCEED  
FOR OUR TEAM WE'LL CRY OUT A  
VICTORY  
TO OUR SCHOOL LOYAL ARE WE  
RAH, RAH, RAH FOR OUR KNIGHTS  
FIGHT, FIGHT, FIGHT, FIGHT,  
RAH FOR THE BLUE AND GRAY

K - N - I - G - H - T - S! G-O-O-O-O-O, KNIGHTS!