

# Lanesboro High School

**B**e

**U**nderstanding

**R**espectful

**R**esponsible

**O**ptimistic

**S**tudents

Student Handbook  
2018-2019

## **GENERAL STUDENT INFORMATION**

### ● **Guidance**

Guidance counseling services are available to all students. The main purpose for the Guidance Department is aiding students with whatever problems are of concern to them, both personal and academic.

Naviance Program – Our high school maintains a subscription for Naviance. This robust program helps organize many activities that prepare students for post-secondary success from college search and planning and also sending transcripts electronically to most post-secondary institutions. There is a parent access component to this program as well. Get in touch with Mr. Clarke for access.

College visits will be available. These visits must be arranged by or coordinated with either Mr. Clarke or Mrs. Peterson. While two college visit days are allowed for seniors and juniors, we encourage visits on non-instructional days as well. Most schools have visit days on Saturday as well. Freshman and Sophomores may be approved for one college visit day upon approval from administration.

### ● **Books and Materials**

Books are furnished free of charge. All district owned books and supplies are to be treated with utmost care. The school will hold students responsible for any lost, abused materials issued to them.

### ● **Fees**

Public Education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

1. A project in art, industrial arts or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor. The student may elect to take such projects home, and costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructor.
2. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions in the amount necessary to restore the item involved to service. This includes 1:1 devices checked out to students.
3. Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work.

4. Rental charges on school-owned music instruments, if the student is using the instrument.
5. Driver Education, in the amount of (to be determined--\$390.00 last year) for students taking behind-the-wheel training.
6. Costs of field trips, which are made available from time to time but are not, required as a part of a course.

- **Lockers**

Your locker is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials when they are not in use. School authority can access the lockers if deemed necessary. Backpacks are to be kept in lockers during the school day. Food and drink needs to be kept in lockers outside of the lunch hour and homeroom.

- **Noon Hour**

Lunch prices are determined by the school board and money can be placed in the students lunch account in the school office.

Lanesboro High School operates a "closed" noon hour. NO student is allowed to leave the building unless permission is granted in advance by the school administration. The closed noon hour policy established by the school board will be strictly enforced. Any violations of this will result in disciplinary action and students taking semester tests.

- **Law for 18-Year Old Students**

At Lanesboro High School, our policy states that all students, regardless of age, must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under age 18. For example, the school requires that students 18 years and older must provide parental verification of absences. It also means that no student, regardless of age, may smoke on or within view of school property.

- **Telephone Calls**

Telephone calls to the school for students should be made only when deemed absolutely necessary. Parents wishing to give a message to their children during school hours may call the school and give the message to the school secretary. Students will not be called from class unless the call is an emergency or of a personal nature.

Students will not place calls from the school telephone unless granted permission to do so. Cellular phones are not allowed during class hours. Use of the cell phones is prohibited during class time, which includes but is not limited to hallways. Students are allowed to use their cell phones in the three minute passing time between classes or in the lunchroom during their lunch period. Cellular phones should be confined to your locker, left at home, or turned off inside your pocket. Students violating school policy will be subject to cell phone disciplinary procedures as well as district wide disciplinary measures.

- **Cell Phones**

Cellular phones are a large part of our world and will continue to be. The Lanesboro Public School has set this policy to ensure that this technology does not prevent learning or provide a distraction from learning. The following policy will be strictly enforced.

1. Cell phones are prohibited during school instruction hours. This includes but is not limited to any area on the school grounds during the instructional day.
2. Cell phone use will be permitted only during passing time between class and during the lunch period.
3. All other cell phone use without permission from a staff member will subject the student to the following discipline policy:
  - a. 1<sup>st</sup> Offense – Phone taken away, given to the principal and returned at the end of the day.
  - b. 2<sup>nd</sup> Offense – Phone taken away, given to the principal and returned at the end of the day.
  - c. 3<sup>rd</sup> Offense – Phone taken away, given to the principal and parent must pick up the phone from the office
  - d. 4<sup>th</sup> Offense - Phone taken away, given to the principal and parent must pick up the phone from the office. In addition, the student will lose their ability to carry their cell phone during the school day. Duration determined by administration.\*\*Levels reset each semester

- **Visitors**

**Students from other schools will not be permitted to visit classes here unless they have specific permission from the principal/superintendent.** Our district has no authority over students from another district and it is in the best interests of our school to closely adhere to this policy. Persons that do not have authorization to be in the building will be removed. Any contact with students by persons not in our school program must be made through the principal's office. Any person who is not authorized to be in the building will be asked to leave. If they refuse, the local law enforcement agency will be contacted and charges will be filed against the individual.

## **ACADEMIC INFORMATION**

- **Course Changes**

Any changes in courses must be approved through the office. Changes to the student's schedule will be limited to conditions and needs to meet graduation requirements or future career plans. A student desiring to add or drop a course should first check with the principal. A drop/add slip must be obtained through the office. The instructor and principal must sign this.

- **Report Cards**

Report cards will be distributed to the students following the end of each quarter. It is the student's responsibility to deliver report cards to parents or guardians. Report cards may also be handed out at Parent-Teacher Conferences or sent directly to parents.

- **Incompletes**

Students have two weeks to make up incomplete work at the end of each quarter. If at the end of the two-week period the student did not make up the work, a grade will be given or another incomplete will be given at the teacher's discretion. No students will receive credit for a course where requirements have not been met. In all cases, make-up work shall be the responsibility of the student.

- **Parent Notices**

Midterm reports will be sent to parents of students not doing satisfactory work in a given course. Parents are urged to contact the principal so that a conference with the teacher may be scheduled.

Parents are able and encouraged to track grades online through JMC's Parent Portal. Please contact the school office to gain access to the online grading system.

## • Grading System Used

The grading procedure used at Lanesboro High School is the traditional A, B, C, D, F-system with student achievement being measured quarterly. Courses will be full year, semester or quarterly in length. The final grade for a course is determined by computing the quarter grades and the semester test grade when a semester test is used. Semester test grades are 20% of the course grade. A student must pass at least two quarters of a yearlong course to pass the course.

## GRADUATION CREDIT REQUIREMENTS

### Graduating Classes 08 & beyond

4 credits	English
4 credits	Social Studies
3 credits	Science
3 credits	Mathematics
1 credit	Phy. Ed. 9/10
1 credit	Life Skills/Careers
1 credit	Art
.5 credit	Choices/Challenges
.5 credit	Keyboarding
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8 credits	Electives
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26 credits	Total Required for Graduation

- *All students must register for at least 7 classes.*
- *The principal must approve any changes in the "7 class" rule.*

## • Academic Credit

1. Credit will be earned upon successful completion of course work. This is to include daily assignments, tests, projects, and other activities as part of the course.
2. Absences and tardies can be reflected in the grade, and therefore can affect course credit. (Please refer to section on Attendance Information and Procedures.)
3. Credit will be issued upon the successful completion of course work.
4. Students taking independent study and alternative courses will be given the equivalent credit upon completion of the course work. The amount of credit issued will be based upon the recommendations of that institution or agency. This will be determined before the student enrolls in the course. Under no circumstance will credit be awarded to the student's high school record if the course work was not approved in advance. The school counselor will make any necessary arrangements for course credit along with the approval of the school principal.

5. Students who are entering the various high school incentive programs away from the school must make arrangements with the principal or dean of students. These applications must be made in writing by March 30 in the year prior to attending these programs. High school credit earned in these courses will be based upon the following scale:

A.) College course work must coincide with the high school graduation requirements in the various academic areas.

B.) College course credit:

College Course	High School Credit
4 credit	1 credit
3 credit	.75 credit
2 credit	.5 credit

### • Honor Roll and Honor Students

Honor rolls will be announced at the end of every grading period. A "4" point-scale will be used (A=4, B=3, C=2, D=1) to calculate honor rolls. Students who have incompletes, a "D" or "F" grade are not eligible for either "A" or "B" Honor Roll.

1. "A" Honor Roll - any student 3.5 and above.
2. "B" Honor Roll - any student above 2.999.
3. Honor students at graduation must have attained a cumulative G.P.A. above a 3.5 in grades 9-12. This GPA will be calculated at the end of third quarter of the student's senior year.
4. Students who wish to be considered for National Honor Society must have attained a 3.2 G.P.A.
5. The report cards will have a computed G.P.A. for the quarter. Each student should be aware of their G.P.A. as it relates to honor eligibility to National Honor Society, and academic eligibility.

### • Academic Lettering

Academic letter awards will be based on a student's GPA earned during the school year. Yearly averages will be used to determine letter awards—not cumulative averages.

- The GPA is calculated at the end of the third quarter; quarters 1-3 are used from the current year and quarter 4 from last year. The GPA that must be earned is a 3.67.

Students in grades 9-12 are eligible. First time qualifiers will receive a special academic letter pin. The pin will be placed on the Lanesboro "L" the same as other letters. Repeat winners will be awarded a certificate and bar.

- **Valedictorian/Salutatorian**

1. Cumulative GPA's are considered at the end of the Third Quarter of the Senior Year.
2. GPA's will be calculated to the thousandth place on a four-point scale.
3. If the second ranked student is within .01 of the first place student, we designate them as Co-Valedictorians. The third ranked student will be designated as Salutatorian.
4. If the student ranked immediately below the Salutatorian is within .01 of the Salutatorian, we will designate the students as Co-Salutatorians. We will continue this procedure as long as the next lower student is within .01 of the above ranked student. In other words we will have as many Co-Salutatorians as meets this criteria.

### **Junior High Requirements**

Junior high students, those students in grades 7 and 8 are scheduled for seven classes and no more than one study hall. The electives available to these students are Junior High Band and/or Chorus, Spanish, Industrial Arts and Art (students must take a combination of these electives). Those students not in band and/or chorus will be scheduled for a General Music course. All Junior High students should pass courses in English, Mathematics, Science and Social Studies each year to be eligible to enter High School. Failure to complete this requirement may result in the student having to repeat specific courses or the entire grade for the following year.



## **ATTENDANCE INFORMATION AND PROCEDURES**

- **Statement of Purpose**

THE IMPORTANCE OF ATTENDANCE at school and the attendance record for each student cannot be overemphasized. The first question asked by prospective employers, employment agencies, vocational schools and colleges, concerns the attendance record of the student involved. It is the simple truth that a student just cannot do his or her best work by missing a great deal of school time.

- **A Positive Approach to Better Attendance**

### **Semester Tests**

Students in grades 7-12 are required to take semester tests. These tests encourage the retention of information presented during the semester and reinforces the learning that has taken place. Students can earn the right to choose whether or not they want to take the tests. Positive behaviors will be rewarded through good attendance and academic performance. In order to be eligible to decline taking the tests, the student must:

1. Miss no more than five days per semester (40 school hours)
  2. Have NO unexcused absences for the semester
  3. Earn an "A" or a "B" in the respective class for the semester. Students that have earned a "B" or higher can choose to take the test but it can only help their grade.
- Students that earn a "C" in a class are required to take the test. The score on the test will not lower their grade if they complete the test **to the best of their ability at the discretion of the teacher and the high school principal.**
  - Students that have met the attendance requirement are only responsible for taking the tests in classes where their grades require them to do so.
  - If a student misses the same class more than six times, they are no longer eligible for the incentive of choosing to take semester tests in ANY of their classes.
  - **Any unexcused absence will require the student to take the tests. (As well as suffering a grade reduction as stated below under unexcused absences.) Students that are required to take the tests for discipline violations will also have the tests factored into their grade. Five tardies in one quarter will result in the student taking all of the semester tests. The tardies do not have to be in the same class and study halls do count.**
  - The following list of items are a list of school related activities or items that will not count toward the limit of semester tests:

1. Seniors on arranged and approved college visit
  2. Any school related activity (participation)
- Two days will be set aside each semester for finals with those people who will be exempt from the test excused during the test taking time. Students required to take semester tests will have an open campus with absolutely no driving unless leaving for the day.
  - **Absence from School**

A student will be considered absent from school for any day or part of a day when the student is missing and not in school. Parents and guardians should call the school to excuse the student's absence (**or students are to bring a note with the parent's signature**). As soon as the parent or guardian knows of the anticipated absence, they are asked to contact the school by telephone. If the school does not receive a contact from the parent the student will be considered unexcused. The school telephone number is 467-2229.

- **Excused Absences**

Valid excuses for absence will be granted to students for such reasons as: **(Maximum of 5 days per semester)**

1. Illness.
2. Medical and dental appointments.
3. Family emergencies: death of a family member or relative.
4. Family vacations and trips.
5. Essential work.
6. Other as deemed by the administration

The administration and faculty believe that school attendance is vital to the educational process. The administration and faculty, in the granting of an absence, ask extreme care. Parents, please consider very carefully whether the absence from school is in the student's best interest. The administration and faculty urge students and parents to schedule their family vacations during the designated school vacation periods throughout the year.

**When a student will be absent from school the parent should contact the school as soon as possible.** If the absence is due to a family vacation a pre-make-up slip is required in advance of the absence. All assigned work should be completed before the student leaves on the trip or arrangements made with individual instructors. Seniors who are going on college visits must make arrangements with either Mrs. Peterson or Mr. Clarke. Absences that are not arranged with the school for college visits will be considered unexcused and referred for disciplinary action.

**\*\*Each student will be allowed only 40 School Hours of excused absences per semester to earn the option of choosing not to take semester tests.**

- **Unexcused Absences**

When a student is absent without parental request and administrative approval, the absence will be considered unexcused. An unexcused absence from a class will fall into a discipline situation and be acted upon as follows:

## **Saturday School**

Lanesboro Public Schools reserve the right to require students to make up unexcused absences by attending Saturday School. For every unexcused absence in a class the students final grade will be reduced. It will be reduced by four percentage points for unexcused absences.

The student has the option to reclaim those percentage points by attending Saturday School. Just as teachers are informed to remove points for unexcused absences, they will be informed to reinstate points for your serving Saturday School.

1. The first unexcused absence of a student from a class will result in parents being contacted and **Saturday School being assigned. They will be required to make up “double” time hours or lose 4 % of their grade for that quarter.**
2. The second unexcused absence of a student from a class shall result in the parents being contacted and a parent meeting held. **Saturday School will be assigned, double the hours missed or 4% grade reduction.**
3. The third and subsequent unexcused absences from a class will result in discipline of school suspension along with a parental contact. There will also be a re-entry plan designed. **Student will be required to make-up double the time missed plus days they are suspended—2% will be deducted for each class missed during skipped days and suspended days.**
4. The fourth unexcused absence may result in the loss of credit for the course and the student reassigned to another study area. The student may also be suspended from school for three days. The suspension will be carried out according to the Pupil Fair Dismissal Act, Minnesota Statute 127.26.

However, in the event that a student repeatedly misses study hall (ex: first hour) the periods will need to be made up. The hours will be spread out evenly over the students graded classes and all deductions will be made accordingly.

Unexcused absences include but are not limited to:

1. Skipping school
2. Being removed from class by the teacher for disciplinary reasons
3. The accumulation of 3 tardies in a quarter.
4. Suspension in or out of school
5. Unexcused illness (no Dr. note)
6. Being removed from a class to serve suspension time
7. Other reasons deemed unexcusable

**\* All unexcused absences will require the student to take semester tests as well as subject the student to the Saturday School discipline policy defined below, including grade reductions.**

### • **Work Missed Due to Absence**

The school office monitors student attendance/absence. To aid the office, students need to practice a check-in/check-out procedure. A student who misses school for any reason will be responsible for reporting to the office to receive make-up slip. This slip must be presented to teachers before being admitted to class.

Students, who are excused for part of a day, need to get a pass from the Dean of Students. A parent or doctor note or phone call must accompany this request to leave. Students must also sign out on the counter sign out sheet. Upon returning to the school, students need to check in at the office and sign in on the counter sign in sheet. Suddenly ill students, illnesses occurring during the school day, must inform the office prior to leaving the building; the office will help facilitate getting the ill student home or to a doctor. It is not the practice of Lanesboro High School to send ill students home to an empty house.

## **STUDENT BEHAVIOR AND EXPECTATIONS**

### • **Expected Behaviors**

Students are expected to demonstrate appropriate behavior in the school, in the classroom and at all school activities. Good behavior is necessary to provide an environment that is pleasant for education and healthy for learning.

The following expectations will help to insure that the educational environment will be pleasant and healthy for all students:

1. Be present in class daily and on time.
2. Be prepared for class by bringing all material with you.
3. Be attentive and participate in class and make a successful effort.
4. Show respect for teachers, other students, and property of school and others.  
Do not use offensive language to staff members or other students.

5. Follow directions of teachers and other. Be supportive and not insubordinate.
6. Take care of school property and help keep the school clean and neat.
7. Know the laws of the Nation, State, and Community, and follow them.
8. Respect yourself and be proud to be a Burro.
9. Be serious about school.
10. Enjoy yourself and have fun, but never at the expense of others.
11. Be a good role model for each other.

Students who demonstrate behavior that is inappropriate and disturb the educational process will be referred for disciplinary action.

### • Tardy to Class

Promptness is essential in everyday life and so it is with school. Students are expected to be in class when the period begins. Students who are tardy first hour must report to the office for an admit slip. Teachers will maintain an pass list for tardies for their classes.

Any student who has an excused tardiness must have a tardy pass from person or persons excusing them. This is a student responsibility.

Realizing that instances of unavoidable tardiness take place, Lanesboro High School employs a tardy policy that: 1.) For every three tardies for any one class, (for instance three tardies in period 1, an hour of Saturday School will be assigned. See previous section in regard to unexcused absences and Saturday School. Study halls are included in the policy regarding tardies.

### Dress Code

Students have the responsibility to dress and groom to meet fair standards of safety and health and common standards of decency. Violations include but are not limited to: visible undergarments, short shorts or skirts, advertising of alcohol, drugs or other inappropriate behavior. Students that choose not to follow these basic standards will be asked to change, sent home, and/or face disciplinary action.

### Behaviors or Actions for Which There are Disciplinary Consequences

- ◇ truancy
- ◇ out of class without permission
- ◇ failing to “check (sign) out from” or “check (sign) in to” the office, after receiving a pass
- ◇ disrespectful behavior
- ◇ disruptive behavior
- ◇ insubordinate behavior
- ◇ tobacco use or possession (on property or within school sight lines)
- ◇ inappropriate language or clothing

- ◇ misuse of motor vehicle
- ◇ destruction, abuse, or misuse of property
- ◇ fighting, assault, or threats
- ◇ harassment
- ◇ possession of weapon
- ◇ possession/use of drugs / alcohol
- ◇ theft
- ◇ other

- **Consequences for Breaking School Rules of Appropriate Behavior**

When assigning a consequence for a student's poor or impulsive choice of behavior, the seriousness of the behavior and number(s) are taken into account. In many cases a warning is appropriate; in many cases something more severe is appropriate.

Disciplinary consequences will be administered in a fair, impartial, appropriate, and consistent fashion. The following is a list of potential consequences, which can be used singularly or in combination. It is not necessarily a complete list.

- ◇ verbal warning
- ◇ informing parents/guardian
- ◇ meeting with parents/guardian
- ◇ restriction(s) from certain areas or activities
- ◇ assigned to "no pass" list
- ◇ assigned to perform tasks of restitution or replacement
- ◇ detention (one hour after school 3:25-4:25 p.m.)
- ◇ removal from class (1-5 periods)
- ◇ dismissal from school (1-2 days)
- ◇ removal from all extra-curricular events
- ◇ suspension from school (out of school, or suspension from student body and classes (in school), [1-10 days]. Suspension involves loss of grade or credit.
- ◇ expulsion (removal from school) for year or balance of year

\*\*An apology is a way for person to admit they were wrong and try to make things right; a sincere apology is a strong and classy act. However, an apology is never discipline.

## TRANSPORTATION

Good discipline on our school buses is essential to the health and safety of your child. The transportation of students requires the cooperation and discipline on everyone's part to make this a pleasing and safe experience. The school district is participating in a discipline program that recognizes the safety of your child.

Below are the expectations for each student to follow:

1. Follow the school bus driver's instructions promptly.
2. Remain seated while the school bus is in motion.
3. Keep your hands and feet to yourself and inside the bus at all times
4. Do not tease or use profanity.
5. Keep noise to an acceptable level.
6. Do not throw anything out the bus windows.
7. Treat school property with care and respect

As with any rules and expectations, there are consequences for violations. They are as follows:

1. The bus driver may schedule assignment to specific seats at any time. The students shall move directly to the location specified.
2. Failure of a student to follow the rules may result in suspension of the privilege of riding the bus for a period of time.
3. Those choosing to break the bus rules will be reported on a written form by the bus driver to the Dean of Students for further action.

These same rules and regulations apply for activity buses as for regular daily routes. Violators of the policy will not be allowed to ride the bus to any further activity.

### • **Student Driving Privilege**

The school has a rule that students shall not move or be in any car during the noon hour unless the Dean of Students gives special permission. Students are not allowed to drive cars during the normal school day unless the administration has received permission from the parent. Parents must also request this permission. Parking- Students are allowed to park in designated spots only. Students may be subject to ticketing for failing to do so.

**REMINDER \*\*** Passing a bus with its red lights flashing is unlawful and enforced with a heavy fine and possible revocation of license. Bus drivers are obligated to report incidents. Please be aware of this as you travel to and from school.

## **INDEPENDENT SCHOOL DISTRICT #229 POLICIES**

### **Eligibility**

When a student enrolls in Lanesboro High School the student is under the jurisdiction of the Minnesota State High School League and the school activities policy of Lanesboro High School. Requirements to be a participant as an athlete, cheerleader or other student activity are as follows:

1. Have a current physical exam on file in school due every three years for athletes and cheerleaders.
2. Have the MSHSL eligibility and health questionnaire signed by the student and parent/guardian.
3. Be in good standing with scholarship and the mood altering chemical policies.

\*\*It is the students' responsibility to have read and understand the complete eligibility policy on file in the district office.

### **• Suspension, Expulsion, Exclusion**

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 127.26-137.40, more commonly known as the Minnesota Pupil Fair Dismissal Act.

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

- A) Willful violation of any reasonable school board regulations.
- B) Willful conduct which materially and substantially disrupts the rights of others to an education.
- C) Willful conduct which endangers the student, or other students of school property.

Students may be summarily suspended from school for one day by the principal. Students may be suspended for two to five days by the principal following a brief hearing in the office. Any days the student is suspended from school will be considered unexcused; 2% will be deducted from the student's grade in each class the student will be expected to make up the school work missed and be able to get the 2% back by attending Saturday School.

**\*\*\*If a student is suspended they have to make up that time in Saturday School!**



- **Sexual Harassment and Sexual Violence**

**General Statement of Policy**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. ss2000e, et seq., and Minn. Stat ss363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District No. 229 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 229 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 229 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

The policy includes definitions of sexual harassment and violence. It organizes the reporting, investigation, district action, and reprisal procedures. The policy in full detail is available upon request from the District office.

## • Computer and Internet Acceptable Use Policy

### Overview

It is the goal of Lanesboro Public Schools to provide current technology opportunities for its students. With new opportunities come new responsibilities so that computer equipment is operated properly and the Internet and its associated components are used in an appropriate and legal manner. The following paragraphs state the Lanesboro Public Schools policies regarding computer and Internet usage.

### Policies

- 1) Students are responsible for good behavior on the school computers, the Internet, and its associated components such as e-mail. Use of the computers and Internet access and their components is governed by the rules of the student handbook as well as this policy. Therefore, all rules dealing with sexual harassment, profanity, drugs, plagiarism, trespassing, vandalism, etc. apply.
- 2) Computer use and Internet access are provided for students to conduct research. Access to computers and the Internet is given to those students who agree to abide by the policies stated herein. Inappropriate uses will result in detention, restriction of privileges, loss of privileges, suspension, and/or legal action.
- 3) Inappropriate uses include, but are not limited to, the following:
  - Physically damaging any computer, printer, or network hardware or any of their components.
  - Wasting limited resources through, for example, printing multiple copies or needless copies.
  - Trespassing in others' accounts, folders, or files.
  - Changing defaults, standard configurations, or files of any program, computer, printer, or network component.
  - Loading any software on any computer or the network without faculty permission.
  - Downloading any software from the Internet to any computer or the network.
  - Using computers for IRC (Internet relay chat) or subscribing to newsgroups.
  - Browsing Internet sites, which contain profanity, sexually, explicit material, or browsing sites, which promote violence, substance abuse, or lawlessness.
  - Sending or displaying offensive text or pictures, playing offensive sound or music, or using obscene language.
  - Harassing, insulting, or attacking others.
  - Plagiarizing or violating copyright laws.
  - All teen EMAIL sites.
  - **No game playing on computers. This also applies to games found on the Internet.**
  - **Upperclassmen who are doing research on graphic topics are not to divulge sources and web sites to younger students.**
  - **Students are not to delete any system or program files.**

- **\*\*\*Teachers may restrict Internet and/or computer access for a student if he/she is not making progress toward completing class work.**
- 4) At present, students will be allowed to use the following Internet services: web page and newsgroup browsing, saving, printing, and e-mail. Use of ftp (file transfer protocol—downloading of files); IRC (Internet relay chat—typing messages in real time to others on the Internet); and subscribing to newsgroups will not be allowed.
  - 5) Students are not to disclose personal information to Internet sites. For web page browsing, saving, and printing, there is no need to disclose any information. Subscribing to an e-mail service will require divulging information.
  - 6) Students may communicate with others, before or after school, on the Internet using **only** the I.S.D. 229 designated site which is currently HOTMAIL. All other sites, **including all teen EMAIL dating sites**, are banned. Accessing these sites will constitute an Internet Discipline Policy violation. E-mail is not allowed during the school day.

- **Title IX Grievance Procedure**

Any student or employee of Independent School District No. 229 who feels that he/she has been discriminated against in violation of this District's policy shall avail themselves to the district grievance procedure.

## **Family Rights and Privacy Act**

According to Public Law 93-380, the "Family Rights and Privacy Act of 1974" public notice must be made by the Board of Education of intent to disclose to the press, media, and others authorized by the school personally identifiable data designated as directory information. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's principal within 15 days after notice is given.

This information will be entitled directory information:

1. The student's name
2. The names of the student's parents
3. The student's telephone number
4. The student's address
5. The student's date and place of birth
6. The student's grade level completed
7. The student's extra-curricular participation
8. The student's achievement awards or honors
9. The student's weight and height if a member of an athletic team
10. The student's photography if available
11. The student's dates of school attendance
12. The school or school district the student attended before he or she enrolled in the Lanesboro Public Schools.

- **Safe School Standards**

By Minnesota Law whoever possesses, stores or keeps a dangerous weapon as defined in Section 609.02, Subdivision 6, on school property is guilty of a felony and may be sentenced to imprisonment for not more than two (2) years or to a payment of a fine of not more than \$5,000 or both. School property means a public or private elementary, middle or secondary school building and its grounds (parking lots, athletic fields, etc.) whether leased or owned by the school. It also means the area within a school bus when that bus is being used to transport one or more elementary, middle or secondary students.

- **Violence Prevention and Weapons Policy**

It is the policy of Independent School District No. 229 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors. The board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority, and that no physical or emotional harm is to come to them during school activities, on school grounds, buses or field trips.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, on school ground, or on a school-related activity. It shall be the policy of ISD 229 to refer to Law Enforcement any person who brings a firearm to school in violation of the "Gun-Free School Act of 1994."

The Board and administration shall publicize and inform staff and students annually of policies and procedures related to violence prevention and weapons. The District shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy. The Superintendent will expel for 365 days, any student who brings a firearm to school. The Superintendent may modify such expulsion on a case-by-case basis.

- **Annual Asbestos Notification**

Our school buildings have been inspected for asbestos under the Asbestos Emergency Response Act of 1986 (AHERA). Some asbestos-containing building materials (ACBM) have been submitted to the Minnesota Department of Education (MDE), and the report is available for your inspection in the Superintendent's Office. The person designated as Asbestos Program Manager for our district is the Superintendent of Schools.

Asbestos-containing areas will be kept under surveillance for change or damage. If you notice any change or damage to areas identified as asbestos containing, please notify the Asbestos Program Manager at once. In addition to periodic surveillance (at least every 6 months), the school will be reinspected by a certified asbestos inspector every three years.

**Please read the paragraph below, sign, and return this sheet to the school office.**

We have read the school handbook and hereby agree to the conditions stated in the handbook. Failure to read the handbook does not exclude any student from adhering to its rules and policies. I understand that students will be held responsible for violations of the policy, including the computer use agreement (page 24) in this document.

PARENT SIGNATURE

\_\_\_\_\_ DATE \_\_\_\_\_

STUDENT SIGNATURE

\_\_\_\_\_ DATE \_\_\_\_\_ Grade \_\_\_\_\_