



**2023 - 2024**

**Glencoe-Silver Lake**

**Junior/Senior High School**

**Handbook**

NAME \_\_\_\_\_

### Estudiantes y Familias que Hablan el español

Las Escuelas Públicas de Glencoe-Silver Lake celebran con orgullo y dan la bienvenida a los estudiantes de una variedad de los trasfondos culturales. Para apoyar mejor a las familias de la descendencia Hispana proveemos a un miembro del personal que sirve como intérprete y apoyo a la comunidad para ambos niveles escolares: el elemental y el secundario. Las familias pueden utilizar a este profesional para comunicar la asistencia de su estudiante, hacer preguntas acerca de las actividades, o pedirle que organice una reunión con los maestros, los consejeros o los administradores para mejorar el apoyo del éxito de su estudiante.

Si quiere comunicar con los maestros, los consejeros, los administradores o el personal, por favor, llame al Intérprete al teléfono anotado abajo:

Intérprete de las Escuelas Secundarias:

**Guadalupe Acevedo**

(320)864-2686

[Lacevedo@gsl.k12.mn.us](mailto:Lacevedo@gsl.k12.mn.us)

**Administrative Discretionary Action Disclaimer:** It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations and policies, and the reasonable and prudent interpretation, thereof, by responsible school officials, regardless of whether or not they are specifically addressed in this handbook. Students are required to provide accurate information when asked by school personnel. Failure to do so may result in detention or suspension.

### ✓ LEADERSHIP RULES

Students will be eligible to be in positions of school leadership (i.e. Homecoming candidates, Student Government, Class Officers, National Honor Society, Student Activities, captain of a team or activity, etc) if they have been in good standing at least one year prior to and through their appointment. By good standing they may not have had any out of school suspension or violated any of the local or MSHSL rules for mood altering chemicals, and/or harassment/hazing as they appear in the student handbook and MSHSL pamphlet. Violations will result in removal from leadership position(s). For participation in leadership positions at GSL High School individuals are required to be enrolled as a full-time student.

### STUDENT CODE OF CONDUCT

All students are required to cooperate in creating an atmosphere that will make learning possible. The following conduct will be expected of every student grades 7-12.

- **Behavior (Attitude and Respect)** When addressing another member of GSL High School or visitors to our school, be sure to use respect and conduct yourself appropriately at all times.
- **Academic Excellence** Take your school work seriously and work hard to excel in every class!
- **School Cleanliness** Whether you're in the halls, in the classroom, or on school grounds, be sure to respect everyone's property and keep the area neat and clean.
- **Dress Code** Dress appropriately. Appropriate is defined by the Webster's New World Dictionary as "right for the purpose, suitable or proper." GSL High School will not accept any form of advertisement of illegal substances, profanity, racism, or sexual reference on any clothing.
- **Illegal Substances** You are NOT to use, possess or be under the influence of tobacco, alcohol, or other prohibited substances at any time on the school ground, including all school-sponsored events.
- **Athletic/Activity Participation** Every member of a GSL athletic team, activity group, fine art activity, etc. is expected to represent our school with pride and respect! You are expected to do your best and display sportsmanship and good character at all times.
- **Audience Behavior (Athletic Events/Fine Arts Activities/Pep Fests)** GSL takes great pride in upholding a high standard of behavior. Always treat visiting contestants and spectators as guests. Appropriate applause should be given at the right time and place; never "boo" game officials or opposing contestants. Dress should promote GSL High School pride and each individual must be identifiable by the supervisor. During playing of the National Anthem, students should stand respectfully either singing or remaining quiet with caps removed. Remember to conduct yourself at all times in a manner that will reflect credit upon yourself and GSL High School. Inappropriate behavior will result in removal from the event/performance.

## PANTHER PRIDE BEHAVIOR MATRIX

	Positivity	Respect	Integrity	Dependability	Excellence
<b>Teaching Spaces</b> (Classroom, Computer labs, media center)	Value others feelings and opinions  Be helpful to others	Follow staff directions  Respect everyone's opportunity to learn	Take pride in your own work  Be truthful and honest  Use technology with permission	Be on time for class  Complete practice on time  Bring materials to class	Persevere (work hard and to the bell)  Be engaged  Listen and read to understand
<b>Common Areas</b> (Hallway, Cafeteria, Bus, Commons)	Clean up after yourself and others  Use appropriate language, volume, and tone of voice	Respect others' spaces  Follow staff directions	Be accountable for your actions  Use technology appropriately	Seek resources or staff when needed  Have an appropriate pass  Manage time wisely	Safely move with a purpose  Be thankful, grateful, and mindful of others and self  Be a leader and an advocate
<b>Bathroom/Locker Room</b>	Value school property  Use appropriate language	Be timely  Value others' privacy and property  Respect classroom time	Have an appropriate pass  Maintain your space	Leave areas cleaner than you found them  Practice good hygiene	Honor the pass
<b>Staff: Conditions for Learning</b>	Be friendly and welcoming  Value input from others  Compliment others and acknowledge hard work	Maintain professional standards for appearance and actions  Keep communication positive and professional  Be open to feedback	Provide timely feedback  Meet the needs of all students  Be accepting of diversity and individuality of others	Actively participate in ongoing professional development  Be an active supervisor  Be punctual and prepared	Model and practice all expectations  Include and collaborate with all in the school community

### HIGH SCHOOL CLASS SCHEDULE

Class	Starts	Ends	Passing Time
Period 1	8:07	8:56	8:56 - 9:00
Period 2	9:00	9:49	9:49 - 9:53
Period 3	9:53	10:42	10:42 - 10:46
Period 4	10:46	11:35	
WIN/Lunch	11:35	12:35	
Period 5	12:35	1:24	1:24 - 1:28
Period 6	1:28	2:17	2:17 - 2:21
Period 7	2:21	3:10	

## √ JUNIOR HIGH CLASS SCHEDULE

Class	Starts	Ends	Passing Time
Period 1	8:07	8:56	8:56 - 9:00
Period 2	9:00	9:49	9:49 - 9:53
Period 3	9:53	10:42	10:42 - 10:46
Lunch	10:46	11:16	
RAP/WIN	11:16	11:42	
Period 4	11:42	12:31	12:31 - 12:35
Period 5	12:35	1:24	1:24 - 1:28
Period 6	1:28	2:17	2:17 - 2:21
Period 7	2:21	3:10	

## Grading Principles 2023-2024

### Philosophy

- We, at Glencoe-Silver Lake, are committed to a grading policy that is equitable to all students and that reflects each student's ability to demonstrate content knowledge.
- Our grading policy will not take into account bias against the students or their behavior.
- We strive to prepare our students for life after high school by promoting a growth mindset that creates lifelong learners.

### Definitions

- **Growth mindset:** Describes people who believe that their success depends on time and effort. People with a growth mindset feel their skills and intelligence can be improved with effort and persistence. They embrace challenges, persist through obstacles, learn from criticism and seek out inspiration in others' success.
- **Formative:** The goal of formative assessment is to *monitor student learning* to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning.
- **Summative:** The goal of summative assessment is to *evaluate student learning* at the end of an instructional unit by comparing it against some standard or benchmark.
- **Executive functioning skills:** Skills that underlie the capacity to plan ahead and meet goals, display self-control, follow multiple-step directions even when interrupted, and stay focused despite distractions.
- **Remediation:** Extra practice assignments that enable teachers to identify gaps in student learning to quickly assess and correct them.

### What is a grade?

- Grading helps to promote student learning and achievement and is used as a way to communicate progress toward the learning goals to both the student and their guardians.
- Formative work should be used as practice, "forming" a student's knowledge around the content.
- Summative work is done through exams, tests, papers, and projects as a "sum" of all of the formative work and to show mastery of the Minnesota state standards.

### Rationale

- To ensure grades at Glencoe-Silver Lake Junior/Senior High School are consistent, accurate, fair, unbiased and meaningful:

- Our students are tasked with learning the standards put forth or identified by the Minnesota Department of Education and adopted by the Glencoe - Silver Lake school board.
- A grade will reflect the level to which a student has mastered these skills.
- A grade will not reflect a student's executive functioning skills, classroom behavior/expectations, or attendance.

### **Guiding Principles**

- Grades will be based on academic achievement reflecting the mastery of the standards covered.
- Grades will be based on a summative and formative balance. This balance will be 80% summative and 20% formative. This will be the only grading balance offered, with the exception of college in the schools (CIS) classes.
- Students will practice with grade level content before they are assessed.
- Teachers will provide feedback to students to ensure learning.
- Grades will be based on the following:
  - Formative assignments to be used as practice and/or preparation for the summative assessment
  - Opportunities for self-evaluation and growth through formative assessment
  - Summative assessments will showcase what students have learned
- Grades will not be based on the following:
  - Executive functioning skills outside of the academic area
  - Behavior rewards, such as extra credit
  - Punishments, such as disrespectful behavior

### **Reassessments/Retakes**

- Teachers will give an opportunity to retake summative assessments with the following conditions:
  - All work must be completed prior to the initial assessment. If all work is not completed prior to assessment, a retake is not an option.
  - Students must complete remediation prior to the retake, this remediation will be determined by the teacher.
  - One retake per summative assessment
  - Students will get to keep their best score
  - Students must request the retake within 2 days of seeing their original assessment.
  - No retakes will be offered on end of the year finals.
  - College in the schools classes will have their own retake policy, as determined by the college.
- Retakes will be different in questions but equal in rigor. The structure of the assessment may change at the discretion of the teacher.
  - Examples include but are not limited to:
    - Multiple choice
    - Essay questions
    - Paper/pencil
    - Computer
    - Verbal

### Missing / Late Work / Zeros

- All teachers should have a minimum of 2 summative assessments at the end of the mid-trimester and at least 5 by the end of the trimester.
- When the teacher has input the assignments into Infinite Campus and the student has a missing assignment, formative or summative, it will be noted as an "M" until the student completes the work. This includes summative and formative assignments that are missing for excused and unexcused absences.
- Upon completion of the missing assignment, a student is eligible to receive full credit until the date of mid-trimester and the last day of the trimester. Teachers will have one full week to post final grades after the mid-trimester and trimester dates have passed.
- Missing assignments need to be completed and turned in by mid-trimester and end of trimester deadlines or it will become a zero and cannot be made up.
- Students who are unable to complete assignments by the end of the mid-trimester or trimester deadline due extenuating circumstances will communicate with the teacher. The teacher will make a determination based on their individual discretion with guidance from the administration.

### Support Strategies

Teachers will ensure all students understand the expectations of an assignment by providing:

- Timelines for completion
- Clear instructions for successful completion; Rubrics
- Exemplars and use of tools such as graphic organizers
- Pre-teaching of necessary academic vocabulary
- Class time devoted to explaining each assignment
- Differentiation so students with different learning styles are successful

### √ ACADEMICS

#### Graduation Requirements

Credit is granted on a trimester basis. A full unit of credit is granted for successful completion of a trimester's work. No classes may be repeated for credit with the exception of band and choir.

#### Graduation Requirements

Possible Credits in 4 Years on a non-overload schedule (Study Hall each trimester)	72
Required Credits for Graduation	66
<b>Subject</b>	
Language Arts	12
Social Studies	11
Mathematics	9
Science	9
Health	1
Physical Education	3
Art	2
Focus	1
Computer	2
Electives	16

**Commencement/Graduation** Commencement exercises are an official function of the school and they reflect the oldest traditions of public education. They are a solemn right of the school and are formal in nature. Those who are disorderly will be asked to leave. Graduates are expected to wear

formal and appropriate attire, such as: suit and tie, dress, or a cap and gown purchased through the senior advisor. Only students who have earned the credits necessary for graduation may participate in commencement. Only students who will receive a diploma dated the year the exercises are held may participate in commencement. There are no exceptions to this policy. Students who do not wish to participate in the commencement program may pick up their diploma in the high school office on the following Monday. Seniors who engage in disorderly conduct at the end of the school year will not be able to participate in the commencement program. Students should be on track to graduate by the third Friday of May. This means all work must be turned in and students must be in good standing in all classes in which they are currently enrolled. If these conditions are not met, you will not be allowed to march in commencement exercises.

- ✓ To participate in the graduation ceremony, students must complete the required credits by the end of their senior year. The administration will review all students' eligibility for participation at the end of the second trimester and again when final grades have been turned in at the end of the school year.
- ✓ Students with a grade point average of 3.333-3.665 (on a 4.0 scale) or above in credit classes will be recognized as honor graduates; students with a grade point average of 3.666-4.0 will graduate with high honors.

**Post Secondary Enrollment Option** High school students may be eligible to attend college, vocational school or other post secondary institutions full or part-time. Contact a counselor or the school website for further information regarding this option.

**Student Records** An individual's permanent record is maintained in the school office. The data recorded includes identifying information, scholastic records from grades K-12, extra-curricular participation, special awards or honors received, standardized test results and attendance records. Students and parents of students under the age of 18 may review the contents of the student records.

**Report Cards** Report cards are computer generated and made available three times each school year.

**Honor Roll & GPA Calculation** Students achieving a numerical average of 3.67 in all credit classes will be recognized on the "A" honor roll. Recognition on the "B" honor roll requires a minimum numerical average of 3.0.

The GPA scale is as follows:

A	=	4.0	A-	=	3.67		
B +	=	3.33	B	=	3.0	B-	= 2.67
C +	=	2.33	C	=	2.0	C -	= 1.67
D +	=	1.33	D	=	1.0	D -	= 0.67
F	=	0					

All classes will count equally in Grade Point Averages.

1. Students must be enrolled prior to October 1<sup>st</sup> to be included in student rank, including seniors. Previous credits are counted for credit and GPA.
2. Credits received from non-certified personnel are accepted as credit, but are not included in GPA or ranking.
3. Students cannot acquire more than 18 credits (one year) from a non-certified school.
4. Foreign exchange students are not ranked, but may graduate if they meet all district and state requirements.

**Incomplete Grades** Students who receive an incomplete on their report cards for any grading period will need to have everything completed within one week of the trimester ending. (extenuating circumstances taken into consideration). It is the student's responsibility to see that makeup work/tests related to incomplete grades are scheduled and completed. Under normal circumstances, incompletes will not be given at the end of a trimester.

**Length Of School Day** Minnesota school law requires that every student in a public school be enrolled a minimum of six clock hours per day not including noon hour. The only exception is for students enrolled in a work experience program. If you are not enrolled in at least six hours per day, your attendance requirement is not being met and you cannot be given credit.

**Class Schedule & Drop/Add** Students must be registered for six classes per trimester, all of which must be full credit classes.

Students may drop a class without penalty prior to the end of the 1<sup>st</sup> week for each trimester. Year long courses must be dropped prior to the end of the 1<sup>st</sup> week of the first trimester. Students who wish

to drop after the first week will receive an F. Administration may allow a drop based on extenuating circumstances.

Class changes will only be made if it can be worked in the student's schedule and there are openings in requested classes.

**National Honor Society** Members of NHS must adhere to its four pillars: Service, Leadership, Scholarship, and Character. To be eligible for induction in the National Honor Society, each student must meet the following requirements:

1. Have been enrolled at GSL High School for a minimum of one trimester
2. Have a minimum cumulative grade point average of 3.5 at the end of the sophomore year.
3. Must abide by the Leadership Rules. See Leadership Rules for more information.
4. Candidates for the Honor Society must complete a leadership essay. Each candidate's character will be evaluated by the entire staff. Finally, students will be required to complete 30 service hours in 12 month's time.

**College/Vocational School Visits - Juniors/Seniors** Seniors are allowed 2 excused college visit days; juniors are allowed 1 excused college visit day. In order to make the best use of time when visiting a college/vocational school, you should have an appointment with the school you are visiting. Phone numbers are available online. If you find it necessary to make a visit on a school day, the following procedure must be followed:

1. The student must pick up a "Student Request for Campus Visitation" form from the high school office.
2. The Campus Visitation form must be signed by each teacher prior to making the visit. Each student is responsible for the work missed and if a test was given the student is expected to make it up the day he/she returns to school. This form must be taken to the instructor at least two (2) days prior to the school visit.
3. No campus visits will be excused during the last week of the trimester.
4. College visit days are an excused absence.

**Transferring Or Dropping Out Of School** Students transferring to another school or dropping out of school must report to the counselor's office and receive a "withdrawal" form. To obtain credit this slip must be signed by each teacher to indicate if obligations are completed. Once a student transfers to another program (alternative school) or withdraws, he/she is not allowed to return to GSL High School until the next trimester. Parent meetings are required prior to a transfer or drop out being approved.

## ✓ STUDENT SERVICES

### Activities

864-2455

Policies and procedures for students involved in activities will be available at the required informational and eligibility meetings held prior to each activity season.

### Bussing

864-3032

Bussing to and from school is a privilege provided by the school district. Students have the right to be free from harassment or bullying when being transported. In an effort to provide safe transportation the following guidelines will be in place to help address any issues that might arise while on the bus. The following is only a guideline; building principals have administrative control on length of suspension.

1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	1 week off
3 <sup>rd</sup> Offense	2 weeks off
4 <sup>th</sup> Offense	3 weeks off
Any further	Remainder of the year

### Guidance Services

Counseling office: 864-2405 Counselor: 864-2406

A certified counselor is available to work with students to provide career and academic counseling

- **Special Education Services** In order to be considered for special education services, a student must first be referred to the Student Assistance Team (SAT). For more information about the referral process, contact the high school counselor at 864-2406.
- **Homebound Instruction** A student will receive a minimum of 5 hours a week of tutoring from a teacher. Parents will need a physician's statement confirming the student is confined to the home and to verify the length of absence.

**ECL Enrich, Challenge, Learn** The guidance office also provides academic help when requested by student, parent, teacher or administration.



- **Before-School Program:** Supervision will be provided every morning from 7:30AM-8:07 AM in the Media Center for all 7-12 students
- **After-School Program:** Supervision and academic assistance will be provided from 3:30pm-4:30pm Monday, Tuesday, Wednesday and Thursday throughout the school year for all 7-12 students. Times and dates subject to changes.

**Parent Access To Grades & Attendance** Parents may request on-line access to their student's grades and attendance. Access is granted by following the directions located on the school's web site. Follow the following links: [www.gsl.k12.mn.us](http://www.gsl.k12.mn.us), click on the "Parent" tab and "Infinite Campus Parent Portal."

#### **Health Services**

**Health Office: 864-2404 or District Nurse: 864-2446**

The licensed school nurse is available daily for consultation and provides direction and leadership to the health services program.

- **Physical Exams** It is recommended that students have a complete physical exam in 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grades. A physical is required every three years for those involved in interscholastic sports.
- **Chronic Health Conditions** Students with diagnosed chronic conditions (i.e. diabetes, asthma, seizures) should provide the health office with a physician's summary of the condition, any special instructions such as limitations related to school activities (i.e. physical education) and fill out an IHP (individual health plan).
- **Illness** When students are ill or injured at school they will be sent to the health office. An attempt is made to first contact a parent and then the name listed on the student's emergency card. A student will not be sent home with anyone not listed on the emergency card unless arranged by parent and health office. Students absent from school due to injury or illness should contact the health assistant upon return to school. Students with a temperature of 100° or higher are to be kept at home until they are fever free without fever reducing medication for 24 hours.
- **Extended Illness and Family Leave** - We understand that medical conditions may vary from situation to situation, however we request that you provide documentation from your child's physician if your child will be absent for more than 5 days consecutively or more than 7 days in a trimester for personal illness or family reasons.. If documentation is not provided, your child may be marked unexcused and/or considered truant. The attendance office reserves the right and the responsibility to investigate the validity of any notes, telephone calls, or absences.
- **Medications** When students require any prescription or over-the-counter medication to be given during school hours, they must bring written authorization from the student's parents and physician. Medication authorization forms are available from the health office.
  1. Medications shall only be administered when the student's health requires they be given during school hours and will be administered by or under the supervision of the school nurse.
  2. Medications administered at school must be in a properly labeled prescription bottle or in the original container from the over-the-counter medications.
  3. Medications will be kept in a locked cabinet in the school health office.
- **Immunizations** All students must show dates of immunizations required by Minnesota State law. Students entering the 7<sup>th</sup> grade must show that they have received their second MMR (measles, mumps, and rubella), a recent TD (tetanus and diphtheria) booster, and a Meningococcal vaccine. New transfer students have thirty (30) days to comply with immunization requirements.

If there are any questions concerning your health record or about any of the services provided, contact the school health assistant's office.

**Health Office** Limited sick room facilities are available in the office area. If you need to see the nurse you must be excused by your instructor, given a pass, and check in with the office. In no event are you to remain in the restroom if you are sick. The sick room will be used for emergencies only. If you are ill the nurse or health para will evaluate your status and make a recommendation for your care.

#### **Food Service**

**320-864-2494**

GSL Schools will serve breakfast and lunch at no cost under the Minnesota Free School Meals Program. After School Snack is \$1.85 (This is the price at the time of printing; price is subject to change). A student is also welcome to bring a cold lunch and a beverage from home or they may bring lunch and buy milk.

Students may purchase a 2nd meal for a cost \$2.85 for 7-12. An extra milk costs .50 cents (This is the price at the time of printing; price is subject to change). 7-12 graders are also able to purchase A la Carte items. These charges are charged to their lunch accounts. If you wish for your child not to get seconds or purchase A la Carte items, contact Trisha Zajicek at **320-864-2494** or [TZajicek@gsl.k12.mn.us](mailto:TZajicek@gsl.k12.mn.us).

Students may also receive After School Snack free, or may qualify for other benefits, by completing an Application for Educational Benefits available at the district office, or can be found at the GSL website [www.gsl.k12.mn.us](http://www.gsl.k12.mn.us). If interested, please call the number listed above. Applications are available throughout the school year, but we encourage you to complete the application as soon as possible.

There is a lunch money deposit box available in the high school office for depositing money into your account.

#### ✓ **GENERAL INFORMATION**

**18 Year Old Students** Those students who are 18 years of age and older will be expected to abide by the same rules and regulations that apply to the remainder of the student body.

Student absences for eighteen-year-olds will still require parent/guardian verification. The only exception to this is for students who are legally independent and are no longer claimed as dependents by the parent/guardian.

**Recycling** All students and adults at GSL High School have an obligation to protect the environment. One way of doing this is through recycling of solid waste. GSL High School participates in the McLeod County recycling program. The following materials are recycled: newspaper, ledger paper, aluminum cans, glass, plastic, tin and bi-metal. You must properly dispose of refuse and use recycling containers. You will be asked to pick up litter.

**Directory Information** The directory information includes student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), honor roll information, and participation in officially recognized activities and sports. It also includes the name, address and telephone number of the student's parent(s).

**Academic Dishonesty** If you cheat on an assignment, test, essay, or project, or you plagiarize, or in any way claim work, answers, or credit that are not the result of your own work, you are guilty of academic dishonesty. If you use answers or test copies that are illegally gained, you are guilty of academic dishonesty. If you plagiarize work from a computer or word processor, or illegally use the Internet, you are guilty of academic dishonesty. Academic dishonesty will be addressed through our discipline policy.

**Authority** All employees of GSL High School have the responsibility and obligation to enforce school regulations. The principal, assistant principal, teachers, counselor, secretaries, nurse, librarian, cooks, custodians, bus drivers, and fellow students have the right to correct you if you are violating school rules. Students have an obligation to do as requested.

#### **Hallway Behavior**

1. Respect for others and their property is demonstrated by common courtesy in school halls.
2. Your voices should be at a normal conversational level.
3. You are expected to conduct yourself accordingly during transition times.
4. You must have a pass signed by a teacher to leave a classroom.
5. Please keep our school clean.
6. Abstain from usage of vulgarity and profanity.
7. Respect school property.

**Reasonable Suspicion** In enforcing policies regarding the use of controlled substances, GSL High School will use reasonable suspicion as a basis for a violation charge. If there is reasonable suspicion to believe that a violation has taken place, questioning and investigation will be conducted which may result in disciplinary action.

**Cafeteria Behavior** The cafeteria is a place where students should enjoy eating in an atmosphere of quiet socializing and proper manners. Students are expected to clean up after themselves both in and out of the cafeteria.

**Dress Code** The responsibility for proper dress rests with students and parents. With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so that a learning atmosphere can be maintained and does not make others feel uncomfortable or constitute a health or safety hazard.

1. No clothing or accessories that can be harmful to self or others (i.e. collars, chains, etc.)
2. Students who choose to wear hoods or bandannas must remove them upon entering the school building. Hoods and bandannas, cannot be worn in the school building during regular school hours. **Allowances will be made for participating in special school related activities.**
3. Gang-affiliated signs, symbols, jewelry, and clothing that represents acknowledged gangs or gang activities are prohibited and will be confiscated.
4. No coats or blankets will be allowed in classrooms during the school day. Coats and blankets must be stored in the student's lockers. Outerwear may be worn if needed for class participation. When weather is cool, students are encouraged to wear sweaters and appropriate sweatshirts.
5. Clothing must be appropriate for a school setting. Shirts must have a solid back and no undergarment may be showing. Pants must be worn up around the beltline or high enough to cover any undergarments.
6. Clothing which shows profanity, racism, nudity or sexually explicit language, promotes the use of marijuana, chemical or tobacco products or carries a double meaning will not be allowed. Students will be asked to change or turn the shirt inside out.
7. Students are required by law to wear shoes.
8. The administration may recommend a form of dress considered appropriate for a specific event (such as graduation or special activities) and communicate the recommendation to you and your parents/guardians. An organization (athletics, band, choir, student council) may recommend a form of dress considered appropriate for a specific event and make such recommendations through the administration for approval.

District personnel will be the final authority as to whether or not students have used good judgment or not dressed in a proper manner. A student wearing inappropriate clothes will be asked to contact their parent and be sent home to change unless another change of clothes is available at school. **What may be considered appropriate from a personal viewpoint may not be considered appropriate from an educational viewpoint.**

**Breakfast/Lunch Procedures** The rules pertaining to breakfast are:

1. Breakfast hours are 7:30am – 8:00am in the school cafeteria.
2. Students must eat their breakfast in the cafeteria.

The rules pertaining to the lunch period are:

1. Students are required to eat during the assigned lunch period and in the school cafeteria.
2. Students are expected to clean up their eating area before leaving the cafeteria.
3. Students are not allowed to go into a car in the parking lot without prior approval from the office.
4. Students must remain in the building during the lunch period.

**Lockers** Hall lockers and physical education lockers are the property of the school district. The school reserves the right to inspect lockers when such action is necessary to insure the safety and welfare of students and staff. In an effort to minimize or eliminate theft, all students will be encouraged to have a lock (issued by the school at no cost) on their locker(s) at all times during the course of the school year. Only locks provided by the school are permitted. If locks other than school locks are being used, they will be cut off the lockers. Students are still advised not to keep money or other valuables in their lockers. The school will not be responsible for lost or stolen property. Locks and lockers will be provided and there will be a \$10 fee for any lost or damaged locks. **Only school related and approved signs may be posted on the outside of a student's locker. Any other sign will be removed.**

**Theft And Loss of Valuables** Students should leave large sums of money and valuables at home. If you must bring large sums of money to school, take it to the high school office for safe keeping. **STUDENTS ARE STRONGLY ENCOURAGED TO USE THE SCHOOL ISSUED LOCK ON THEIR LOCKERS.** The school will not be responsible for items lost or stolen from hall lockers or physical education lockers. Lockers are not safe places to leave money or valuables.

**Lost And Found** There is a lost and found department in the main office and cafeteria. .

**Physical Education Class** Students will be excused from participation in physical education classes if the student presents one of the following in writing:

1. Doctor's note--This note must include the length of time for nonparticipation for the excuse and must be signed by the doctor.

2. Parental note--This is valid for one class meeting in a case where the student has just returned to school after an illness or accident or a similar circumstance.

**Procedure:** The student must present the excuse to the Health Assistant in the morning before school. The student will be given the proper excuse to present to the Physical Education teacher. **It is further understood that the excused absence from physical education means the student shall not participate in after school athletic activities.**

Students will be required to provide their own Physical Education uniform. This shall be a shirt/sweatshirt and shorts/sweatpants different than the clothing you wear to school. Proper shoes for physical activity will also be required. You will need to provide your own towel for showers following class. Locks and lockers will be provided and there will be a \$10 fee for any lost or damaged locks.

**School Dances (except Prom)** Only students in the JH (junior high dances) or HS (high school dances) are allowed at school dances. School sponsored dances are an extension of the normal school day and all school rules apply. High School students are permitted to bring one guest (enrolled in a high school) to a dance. A Dance Guest form will be available in the office, to be completed and returned one day before the dance. The administration reserves the right to turn away guests at the door if they are not on the visitor list. Please remember if you leave during the dance you may not re-enter.

**Prom** Prom is a school sponsored activity for junior and senior students enrolled at GSL High School and their guest. A guest contract must be filled out, signed and approved by the principal at least one week prior to the event. Guests will be limited to individuals who are in high school (grades 10-12) or for individuals who are within one year of their graduation date.

**Telephone Calls** Telephone calls to the school for students should be made only in emergency situations. **Students will not be called to the telephone** except in an emergency. Non-emergency messages will be delivered during passing times.

**Visitors** Parent visitors to our building are always welcome, but for the sake of maintaining building security, we must insist that all visitors report to the office and obtain a visitor pass. Parent visits to a specific classroom are to be scheduled in advance. **No student visitors will be allowed.**

**Internet** Internet access is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read and accept the rules for acceptable on-line behavior.

#### **GSLPS Information and Technologies - Acceptable Use Agreement**

IT users are permitted to use the district's IT resources for legitimate educational purposes. Personal use of district IT resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of IT resources for the purpose of carrying out such behavior or activity is prohibited

**By signing below, IT users (and, for students, their parent/guardian) agree to always adhere to the following standards and expectations for conduct:**

1. **Behave ethically and responsibly when using ICT resources.**
  - a. Refrain from utilizing proxy gateways, or similar technologies, to bypass the IT monitoring and filtering.
  - b. Handle IT resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized IT resources.
  - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way nor download or modify computer software in violation of the district's licensure agreement(s) and / or without authorization from the IT Department.
2. **Use IT resources; transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
  - a. Refrain from sending any form of communication that breaches the district's confidentiality requirements, or the confidentiality of students.
  - b. Refrain from sending any form of communication that harasses, threatens or is discriminatory.
  - c. Refrain from assessing any material that is obscene, harmful to minors or prohibited by law.
  - d. Refrain from using social network tools for personal use.

3. **Respect the privacy of others and treat information created by others as the private property of the creator.**
  - a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
  - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
  - c. Protect the confidentiality and safety of others when sharing work and images.
  - d. Share, post and publish only within the context of the district **Publishing Guidelines** (see attached).
  - e. Respect copyright and fair use laws; these policies and procedures apply in digital contexts as well. Plagiarism is prohibited.

**Cyber Bullying** The misuse of technology will not be allowed. This includes, but is not limited to teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

**Electronic Devices/Technology** – Students may not video, photograph or audio record any student or staff member of GSL without their permission. The use of cell phones, portable music devices, AirPods, etc. are not permitted during class time unless authorized by the classroom teacher. If cell phone violations occur in the classroom, staff will use the following:

- 1st Offense: Verbal warning
- 2nd Offense: Staff will keep device until the end of the hour
- 3rd Offense: Device will be turned in to the office and kept until the end of the day.

Cell phones/devices may be used in the hallways between classes, before and after school, and during your lunch period. Parents/Guardians: If you need to contact your student please call the school office.

**Videotaping, Audio Recording, Photographs** Students may not video, photograph or make an audio recording of any staff member or student without their expressed permission. Transporting or transferring any inappropriate pictures, texts or recordings may result in suspension.

**Card/Game Playing – Gambling** Electronic computer and board games are not allowed during the school day unless utilized for an educational purpose. Any form of gambling will not be permitted.

**Latex Balloons/Gloves** Natural rubber latex balloons and gloves are prohibited from school buildings at all times. They are also prohibited from all school-sponsored activities, both on and off school premises.

**Student Insurance** Student insurance is available to all students at the beginning of the school year. This insurance is to be paid by the student; the school merely supplies the insurance forms and assumes no liability, either for injury or the subsequent negotiations with the company.

#### ✓ **BUILDING AND GROUNDS**

**Building Hours** No student is to be in the building before 7:30am or after 3:30pm unless under the supervision of a teacher, advisor or coach. No student is to leave the building from 8:07 am – 3:10pm without a pass from the office.

**Lockdown And Fire Drills** Lockdown and fire drills are scheduled as required by law and are an important safety precaution. It is essential that during drills the students follow the procedures and instructions from the supervising staff member.

**Tornado Drills And Warnings** When the tornado alarm is given, students are to exit the room quickly and efficiently and proceed to the assigned location. Shelter locations are posted in every classroom.

**Motor Vehicles And Parking** The school district provides bus transportation for all students—driving to school is a privilege. The speed limit in the school parking lot is 15 m.p.h. and is to be observed at all times. Any speeding, careless or reckless driving will result in parental notification and a referral to law enforcement. Cars that are illegally parked or blocking traffic may be towed at the owner's expense. No student is allowed in the parking lot during the day without permission from a staff member. All vehicles parked on school property are subject to searches based on suspicion of a

violation of school policy. These searches will be conducted by the high school administration and/or law enforcement designee.

**School Closing** Please listen to WCCO (830 AM), KARP/KDUZ (106.9 FM/1260 AM) or watch Channels 4, 5 or 11 for school cancellations, late starts or early dismissal due to inclement weather. Announcements concerning activities will be made on KARP/KDUZ (106.9 FM/1260 AM). Another method that will be used to convey school closings and other important information is SchoolMessenger. This communication tool calls all parents in the district if/when needed. You may also call the district's weather line at 864-2499 and press 1 when prompted. If no report is heard, it can be assumed that school will be in session. Please do not call the school offices. Telephone lines must be kept open for emergencies.

#### ✓ **DISCIPLINE PROCEDURES**

Procedures for inappropriate behavior in our school may be handled in one of the following ways:

**Removal from the Course** The administration may remove students from a course if continued enrollment in a course is deemed detrimental to a student or other students in that course.

**Classroom Detention** Teachers reserve the right to require students to attend a classroom detention after school for inappropriate behavior. The teacher will establish the date and time based on the type of inappropriate behavior displayed by the student.

**Administrative Detention** This program may be required for any student who is referred to the administration for insubordination, disruptive or disrespectful behavior, excessive tardies or unexcused absences or any behavior that disrupts the school process. Failure to attend or complete the requirements will result in further disciplinary actions which may include suspension.

**Suspension** Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act (M.S. 121A.40 – 121A.56).

**Expulsion** Expulsion is an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year as provided in M.S. 121A.40 – 121A.56 (Minnesota Pupil Fair Dismissal Act). Expulsion shall be recommended after numerous and/or serious incident(s) of misconduct. Immediate expulsion shall be recommended for incidents involving students who threaten the physical safety of or do physical harm to any individual while under the supervision of the school. (The sale of an illegal, controlled substance shall be considered as doing physical harm.)

**Law Enforcement And Criminal Actions** When there is sufficient reason to believe that a criminal action has been committed by a student, administration will notify the appropriate law enforcement officials. School personnel will cooperate with the law enforcement official by providing available information within the constraints of the pupil data privacy law.

#### ✓ **DISCIPLINARY CONSEQUENCES**

1. All offenses and consequences listed are only guidelines. The administration reserves the right to administer consequences accordingly.
2. If you participate in extra-curricular activities, additional consequences may apply.

#### **Academic Dishonesty**

The consequence for academic dishonesty will be addressed through the discipline policy. Consequences could be detention, suspension, or removal from the class. Repeated violations of this policy can result in failure in the course for the trimester or year.

#### **Inappropriate Public Displays of Affection**

GSL High School is a co-educational school. As such, behavior must remain within the realm of a social circumstance and must remain appropriate at all times.

- 1<sup>st</sup> Offense: Verbal warning.
- 2<sup>nd</sup> Offense: Verbal warning with a parent contact for both parties involved.
- Any Subsequent Offenses: Further disciplinary action

**Insubordination, Disruptive or Disrespectful Behavior** Students will be referred to the administration and will be addressed through discipline policy.

**Inappropriate Language Directed at a Staff Member** Any student who uses inappropriate language towards a staff member will result in a suspension from school.

**Alcohol or Chemicals, Possession, Use or Under the Influence, Paraphernalia** Possessing, using or being under the influence of any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. This includes THC.

- 1<sup>st</sup> Offense: 4 day suspension with completion of Chemical/Violence Deterrence Program.
- 2<sup>nd</sup> Offense: 10 day suspension; during this time we will pursue expulsion or alternative placement.

**Chemicals, Possession, and/or Intent to Distribute or Sell** Participating in the selling or distributing, or intending to sell or distribute, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

- 1<sup>st</sup> Offense: 10 day suspension; during this time we will pursue expulsion or alternative placement.

**Violence (Physical or Aggravated Assault)** Acting with intent to cause fear in another person or immediate bodily harm, or intentionally inflicting or attempting to inflict bodily harm upon another person.

- 1<sup>st</sup> Offense: 4 day suspension
- 2<sup>nd</sup> Offense: 10 day suspension; during this time we will pursue expulsion or alternative placement.

**Self-Defense/Retaliation** Any self-defense or retaliation will be dealt with by the violence policy. Students are encouraged to remove themselves from the situation as quickly as possible and get help from a staff member.

- 1<sup>st</sup> Offense: 4 day suspension
- 2<sup>nd</sup> Offense: 10 day suspension; during this time we will pursue expulsion or alternative placement.

**Verbal Harassment or Threats (Student to Student Harassment/Bullying/Cyber Bullying):** Threatening or harassing, directly or indirectly, with the intent of terrorizing or cause emotional distress to another person.

- 1<sup>st</sup> Offense: Verbal warning with a written report filed.
- 2<sup>nd</sup> Offense: 4 day suspension
- 3<sup>rd</sup> Offense: 10 day suspension; during this time we will pursue expulsion or alternative placement.

**Possession of a Weapon or Look-Alike Weapon** Possessing any device or instrument designed as a weapon and capable of producing severe bodily harm, or in the opinion of the principal is intended to look like a device or instrument capable of producing severe bodily harm, or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm.

- 1<sup>st</sup> Offense: Expulsion

**Tobacco Products/Electronic Cigarette** Possessing or using tobacco and/or tobacco products or electronic cigarettes and in district buildings, on district grounds, in district vehicles or at district events. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape or under another product name or descriptor.

- 1<sup>st</sup> Offense: 1 day suspension and referral to law enforcement
- 2<sup>nd</sup> Offense: 2 day suspension and referral to law enforcement
- 3<sup>rd</sup> Offense: 3 day suspension and referral to law enforcement

**Body Piercing on School Grounds** The act of piercing a body part is prohibited anywhere on school grounds. Students being pierced or assisting a piercing will be subject to a three (3) day suspension.

**Racial, Religious, Sexual Harassment and Violence** Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sex or any disabilities they may have.

The school district will act to investigate all complaints, either formal or informal, verbal or written. The school district will discipline any student or employee who violates this policy.

Students are requested to complete a "Harassment Complaint Form" to provide documentation of any racial, religious or sexual harassment. These forms are available from the Administration.

- 1<sup>st</sup> Offense: Verbal warning with a written report filed.

- 2<sup>nd</sup> Offense: 4 day suspension
- 3<sup>rd</sup> Offense: 10 day suspension; during this time we will pursue expulsion or alternative placement.

#### **Inappropriate Dress and/or Behavior at a GSL Activity**

- 1st offense: Warning
- 2nd offense: Two week suspension from GSL activities.
- Any serious behavior resulting in a removal from a high school activity will result in a four (4) week suspension from GSL activities.

#### **√ ATTENDANCE PROCEDURES**

**Notification of Absences:** Parents are to call the attendance line **High School (864-2421)** prior to **8:30 AM** when their son or daughter is absent. If we have received no communication from a parent or guardian verifying an absence, a written note or phone call will be accepted no later than 8:30 AM the day the student returns to school. The attendance office reserves the right and the responsibility to investigate the validity of any notes or telephone calls. It is important that both the parent(s) and school know the whereabouts of the student during school hours. Parental/Guardian verification is always required; students may not excuse themselves.

**Procedures for leaving during the school day are as follows:** Any time a student leaves the junior high/high school building during the school day, the student must have permission from parents in the form of a written note, email from a parent, or a phone call. The student must have permission from the attendance office, receive an out of school pass and sign out. For their safety, students that get ill during the day must check in with the Health Office prior to leaving the building. **If procedures are not followed correctly, it will result in an unexcused absence for the student.**

**Classification of Absences:** Absences will be classified according to the following guidelines. Students will be afforded 7 total excused absences per trimester. After the 7th excused absence, students will need to provide documentation outlining the excusable absence. .

- **Excused Absences:** An excused absence is one in which the parent/guardian has given their permission and approval for their child to miss school for a designated time, day, and/or days provided the absence fits in with school sanctioned absences. **Any excused absence other than illness or family emergency needs at least one day prior administrative approval.** Examples include:
  - Illness
  - Serious illness in the student's immediate family
  - A death or funeral in the student's immediate family or of a close friend or relative
  - Medical, dental, or orthodontic treatment, or a counseling appointment
  - Court appearances occasioned by family or personal action
  - Religious instruction not to exceed three hours in any week
  - Physical emergency conditions such as fire, flood, storm, etc
  - Official school field trip or other school-sponsored outing
  - Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
  - Family emergencies
  - Active duty in any military branch of the United States
  - A student's condition that requires ongoing treatment for a mental health diagnosis
  - Pre-approved family vacations (trips, hunting, shopping, fishing, etc.)

**Unexcused Absences:** Some examples of an unexcused absence include but are not limited to:

- Truancy. An absence by a student which was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home, without prior administrative approval.
- Work at a business, except under a school-sponsored work release program.
- Vacations with family, without prior administrative approval.
- Personal trips to schools or colleges, without prior administrative approval.
- Absences resulting from accumulated unexcused tardies per trimester.
- Any other absence not included under the attendance procedures set out in this policy.

**What may be considered excusable from a personal viewpoint may not be excusable from an educational viewpoint.**

In the case of a student deliberately skipping or being truant according to state statute, students and parents need to understand that the student is also in violation of the city ordinance, which requires student to be in school. Students who violate the city ordinance are subject to:



- 1<sup>st</sup> offense: Administrative detention
- 2<sup>nd</sup> offense and beyond: Referral to law enforcement
- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

**Tardies:** You have the right to expect classes to begin on time and teachers have the right to expect you to be in class on time. Students tardy at the start of school must report to the attendance office for an admission slip. Tardiness between periods will be reported by the teacher.

**Consequences for unexcused absences:**

- Students who have unexcused absences will be required to make up missing hours in detention or at the before/after school study program. Failure to complete hours may result in loss of privileges and/or suspension.

**Consequences for unexcused tardies:**

- For every 3 unexcused tardies students will be required to complete one hour in detention or at the before/after school study program. The teacher also has the right to penalize students under their classroom management policies. Failure to complete hours may result in loss of privileges and/or suspension.

**Special Attendance/Field Trips**

**Leaving During the School Day:** All students must receive a pass from the office before leaving school during the school day for any type of absence. All students must sign out in the high school office before leaving the building and when returning to school. If this procedure is not followed, the absence will be considered an unexcused absence.

- **Full-Day Attendance Required to Participate in After-School Events/Activities:** In order to participate in competitive athletics (as a member of a team), participate in concerts (as a member of a musical or other fine arts group) or attend other co-curricular or extra-curricular activities, a student must be in school the entire day on the day of the competition, concert, or activity to be eligible to participate. Any student who does not attend for the full school day must be pre-excused (i.e. excused in advance) from full-day attendance by a building administrator or the Activities Director in order to participate. The building administrator or Activities Director shall have the authority to make decisions regarding excusal from full-day attendance and participation in athletic events/concerts or other activities and their decisions are final.
- **Field Trips:** Students who elect to participate in field trips (including Instructional Trips, Supplementary Trips and Extended Trips as defined Policy 610) are subject to the School District's rules for student conduct, including the rules for conduct on buses. Students who violate one or more rules of conduct in the course of a field trip may be dismissed from the trip and sent home, and may be subject to disciplinary action up to and including suspension and/or expulsion from school.
- **Participation in field trips is a privilege.** A building administrator may deny a student the opportunity to participate in a field trip under a variety of circumstances including, but not limited to, the following:
  - Failure to complete and submit a parent permission form in a timely manner.
  - Failure to pay the field trip fee (if any) in a timely manner.
  - The student is suspended, expelled or engaged in misconduct that, in the judgment of the building administrator, warrants denial of the privilege.
  - The student engaged in misconduct on a previous field trip.
  - The student has indicated an intent to violate school rules during an upcoming field trip.
  - The student's attendance record demonstrates, in the judgment of the building administrator, a pattern of unexcused absences during the current school year.
  - Health and/or safety reasons.
- The building administrator shall have the authority to make all final decisions regarding student participation in field trip activities.

✓ **2023 - 2024 School Year Asbestos Notification**

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Glencoe-Silver Lake Public Schools have a goal to be in full compliance with this law and are following the spirit as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

Cullen Ober is the person designated as Asbestos Program Manager for our schools. His office is in the Field House and phone number is 864-2692. An operation and maintenance program is in

place through which we respond to our ACBM on a continuing basis.

In keeping with this legislation, all buildings owned or leased by the Glencoe-Silver Lake Public Schools were inspected by EPA-accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. MacNeil Environmental, Inc., will accomplish this under contract. Areas where management issues are noted during inspections and surveillances have been, and will continue to be, dealt with promptly.

Short-term workers (outside contractors, i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the head building custodian before beginning work in order to be given this information.

Glencoe-Silver Lake Public Schools has a list of the location(s) and type(s) of asbestos containing materials found in the school buildings and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page.

Questions related to the plan should be directed to Steve Musser, Musser Environmental Consulting, Inc., 27096 Sevastopol Rd., Red Wing, MN, 55066 or at 651-388-7139, or by contacting the Glencoe-Silver Lake School District at 320-864-2499.

#### ✓ **Notice Concerning Use of Pest Control Materials**

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether or not pests are present, and whether any treatment is needed;
2. Recommendation for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Utilization of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

#### ✓ **Indoor Air Quality Notice**

Glencoe-Silver Lake School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission -- educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

#### ✓ **Hazing Prohibition**

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

#### **GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.

- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

#### **DEFINITIONS**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **REPORTING PROCEDURES**

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

#### **SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

#### **REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or

hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### √ **The Pledge of Allegiance**

##### **GENERAL STATEMENT OF POLICY**

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

**EXCEPTIONS** Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

**INSTRUCTION** Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

#### √ **Directory Information**

The school district may disclose directory information from the education records of a student **and information regarding parents** without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information **regarding students and/or parents** that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student **and/or the parent** as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student **and/or the parent** designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy.

##### Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student **and/or parent, as appropriate**;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

#### √ **Educational Records**

Parents and eligible students are hereby informed that they have the following rights:

- a. That a parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
- b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

- c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated there under authorize disclosures without consent;
- d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
- e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

Please refer to the District Policy found on the school website regarding all Handbook Guidelines

#### **ACTIVITIES POLICIES AND GUIDELINES ATHLETIC PHYSICALS AND ELIGIBILITY FORMS**

All athletes must have a physical on record before they begin athletic seasons in 7<sup>th</sup> or 10<sup>th</sup> grade if they do not have a physical on file the previous two years. In order for a physical to apply to the next year, it must be taken after June 1. All athletes must have, on file annually a signed (by athlete and parent) eligibility statement. Physicals are good for three years.

#### **ACADEMIC ELIGIBILITY**

The GSL School District wants students in extracurricular activities to be successful in the classroom. If there are problems in the classroom the activity director, coaches and teachers want to help the student handle this responsibility. All students in our 7-12 extracurricular program must be making progress towards graduation or be admitted to and successfully participating in an intervention program of academic after school tutoring and monitoring as determined by a high school administrative resource team. A student who has been determined as having special needs will be eligible if the student's teachers believe the student is making progress and working up to his/her capabilities.

If a student is at a F grade at mid-tri, he/she will be ineligible for one (1) event. It will be the student's responsibility to give the activities office a signed statement from the teacher validating that the grade has been improved to a D+ or higher before he/she is eligible to compete. The student will practice but will not participate in any events if the grade has not been improved. Additional help will be given through study sessions during or before practices and/or a tutor may be assigned if requested.

If a student received a F in one or more classes at the end of the trimester, the student will be ineligible to compete in any events for a period of two (2) weeks or two (2) events whichever is longer. These two (2) weeks will be carried over to the next season if it is not completed during the season in progress, i.e. spring grades carry over to fall sports. If a contest or activity takes place during the student contact day, any ineligible student is required to be in school. All decisions concerning academic eligibility are subject to final administration approval.

#### **ACCIDENTS OR INJURIES/MEDICAL APPOINTMENTS**

If an accident occurs during practice or a game, it is the responsibility of the athlete and coach to report this to the high school health aide as soon as possible. The phone number is 864-2404. This

allows valuable time needed to follow up on any necessary first aid care. If an athlete sees a doctor for an injury or serious illness, they cannot practice without a signed release from the doctor. These forms are available from the health aides and need to be returned to them once signed by the doctor. If an athlete has a medical excuse not to participate in physical education class, the athlete may not practice or compete in athletics after school.

#### **ACTIVITIES AND SCHOOL ATTENDANCE**

To practice or participate in an event (game, meet, concert, etc.) a student in activities must be in school the **entire** day **OR** have a pre-approved (at least one day, i.e. medical appointments, funeral, etc.) excuse **OR** be at school-sponsored activity. This prevents a student who is ill from returning too early so that they can play in a game or meet and jeopardizing his/her health and that of the team. Any other student not in school during the day (except for school-sponsored activities) **may not** attend extracurricular activities.

Each coach lets their athletes know exactly his/her own rules, but generally there are no excused absences from practices. Students who are absent more than two (2) days due to either illness or being on a trip whether school sponsored or not will most likely not be eligible to participate immediately in games upon returning to practice. No one can underestimate the importance of being at practice for the athlete and team's benefit.

Students assigned to out of school suspension shall be ineligible to practice or compete until suspension time is complete. Violations of the Good Standing and Student Responsibilities Code may result in ineligibility for a period of time as determined by the high school principal and activities director.

#### **ACTIVITY TICKETS AND GATE PRICES**

Gate prices are \$6 adults and \$4 student. Activity tickets, which include admission to all fall and winter athletic activities (with the exception of any tournaments), the musical, spring play, choir and band concerts (except bandorama) are available through the GSL activities office. Adults Activity Tickets are \$75 each. Senior Citizen (65 and older) Activity Tickets (includes all sporting events, musical, spring play and band/choir concerts) are \$30 each. Student Activity Tickets (includes all sporting events, musical, spring play and band/choir concerts) are \$30 each. (Prices are subject to change)

#### **ATHLETIC LOCKERS**

Athletic lockers and locks are available while a student is participating in a school district sport. Lockers must be cleaned out at the end of each season. Anything remaining in a locker one week after the end of the team's season will be removed. The school is not responsible for items left in lockers. It is the student's responsibility to keep his/her locker locked at all times during practice and events. **There will be a \$10 fee charged to students not returning locks.** For the safety of our students, only school locks may be used on school lockers.

#### **ATTENDANCE AT STATE TOURNAMENTS**

Varsity and junior varsity team members are encouraged and excused from school to attend their sport's state tournament. This day will be an excused absence. A preapproval permission form is available and must be on file with the high school main office a minimum of one day in advance and submitted before the start of the school day.

#### **CANCELLATIONS/DAILY INFORMATION**

Game cancellations will be found on the school's website at [www.gsl.k12.mn.us](http://www.gsl.k12.mn.us). If school is closed due to weather, all games/events are postponed. Please call the **Activities Line**: 864-2444 or visit the website or activity scheduler app for daily game information.

#### **CAPTAINS**

Each coach or advisor selects how and if captains are chosen for our teams/clubs, etc. It is a reward to earn the title of captain based on dedication, leadership, and a positive attitude, both on and off the field. No student is eligible to be a captain for one calendar year if they have been ineligible under MSHSL rules for mood-altering chemicals, harassment/hazing, or have not followed the Good Standing and Student Responsibilities Code. If a captain becomes ineligible to participate during the season for any reason the honor of being captain may be removed. All decisions concerning eligibility are subject to final administrative review.

#### **COACH – STUDENT – PARENT COMMUNICATION**

Parents and students expect and deserve positive, honest, consistent and fair treatment. Generally problems occur because of lack of communication or misinformation.

Step 1: Student communicates directly with coach/advisor.  
 Step 2: Student and parents communicate directly with coach/advisor.  
 Step 3: Student, parents, coach/advisor, and activities director schedule a meeting.  
 Please call the coach/advisor to schedule a meeting that is not on a game day or during practice.

### **CHEMICAL USE/POSSESSION AND RISKY BEHAVIOR**

A student shall not use or have in possession a beverage containing alcohol, use or have in possession tobacco (smoking, e-cigarettes, and/or chewing) or consume or have in possession, buy, sell, or give away any other controlled substances or be in attendance at a gathering where alcohol or other controlled substances are being used. Students who host parties where there is underage drinking will fall under the possession clause of this rule.

Consequences of using or having in possession a beverage containing alcohol, using or having in possession tobacco (smoking, e-cigarettes, and/or chewing) or consuming, having in possession, buying, selling, or giving away any other controlled substances are:

#### **Category 1 – includes all sports**

First Offense	Ineligible 2 weeks or 2 events whichever is greater.
Second Offense	Ineligible 12 weeks or remainder of season (whichever is greater). The weeks begin the first week of games/events after the student and administration have confirmed the violation.
Third Offense	Ineligible one full calendar year from date on which violation has been confirmed.

#### **Category 2 – includes band, choir, and all other school activities**

First Offense	Ineligible 1 major event/concert and 2 weeks of pep band.
Second Offense	Ineligible 2 major events/concerts, 6 weeks of pep band, and individual contests in band or choir. Students who are in both band and choir will be ineligible for 3 major events (i.e. two band and one choir or the opposite), 6 weeks of pep band, and individual contests.
Third Offense	Ineligible one full calendar year from date on which violation is confirmed.

These rules are in effect the entire calendar year. The penalty begins with the first scheduled interscholastic game or meet/public event (unless stated otherwise) after the ineligibility has been confirmed with the student. A student must serve the penalties for each activity they are in during that season. If they are not in a sport that season, they will serve the time when the season of the sport they are in begins. Students with multiple violations will be required to serve all penalties once they become a member of a team or activity.

During the time of ineligibility, all students will meet with the activities director. In order to return to the activity there may be a student/parent/guardian conference held with school personnel (counselor, social worker, or other staff) to determine a supportive action plan.

For the first and second violations, a student must attend practices daily and complete the entire season of a sport in order for it to count as time served for a violation. The coach/director/advisor and activities director will determine whether the time served was according to MSHSL and local regulations. It will be a coach's decision whether or not to keep a player on the roster whose ineligibility time will go past the end of the season or who will be ineligible towards the end of the season. In drama, the student may continue with a backstage assignment but may no longer be on stage with an acting part. Students who are serving ineligibility time must complete the entire season.

### **RISKY BEHAVIOR**

Risky behavior and not being a positive role model is defined by being in attendance at a gathering where there is illegal drinking or use of other controlled substances. If there is underage drinking or drug use, students need to leave the scene as quickly as possible.

The following circumstances are specific exceptions to the above rule:

1. Attendance at a home gathering with parents/guardians present where alcohol is being used but the student is not using or possessing.
2. Attendance at a celebration (wedding dance, graduation, etc.), public and private dances with parent/guardian present in which alcohol is being used but the student is not using or possessing.
3. Attendance at an eating or recreational establishment where alcohol is served but the student or any other minor in attendance is not using or possessing (except as a part of lawful employment).

4. Attendance at a county fair, city, county or state celebration in which alcohol is being served but the student is not using or possessing.

#### **GOOD STANDING AND STUDENT CODE OF RESPONSIBILITIES**

A student under penalty of exclusion, expulsion, or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the high school principal and/or activities director. These rules apply to in school and out of school behavior.

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 the 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.

#### **HARASSMENT, VIOLENCE AND HAZING**

Definitions and explanations of racial/religious/sexual harassment/violence and hazing and reporting procedures are listed in the GSL student handbook. The same consequences will be enforced for these violations as outlined in GSL's local chemical ineligibilities with more serious actions falling under the good standing clause in which the principal may determine the period of ineligibility. Racial/religious/sexual violence violations may result in the student losing eligibility for one calendar year (12 months).

#### **INSURANCE**

The school does not provide insurance for students participating in athletics. The school will provide each student with information on how to obtain sport insurance if his/her own medical coverage is not adequate.

#### **LETTERING AND SENIOR AWARDS**

Each activity, that is eligible to letter, has different lettering criteria which coaches will make available to students. Students must be at all events in their activities (unless there is prior approval by the coach and activities director) to be eligible to letter and must complete the entire season through tournaments.

Seniors are eligible for any of the awards given at the senior banquet and awards if they have not been ineligible or violated any of the local or MSHSL rules during their senior year. Awards, honors, and scholarships not awarded, determined, or controlled by the school district are exempt from this rule. Special recognition is given to seniors who have participated in the activities each season for four years. Outstanding athlete, leadership, and sportsmanship awards are also named.

#### **TRANSPORTATION TO AND FROM EVENTS**

All students are expected to ride to and from away activity events in school transportation. Students will be allowed to ride home after events with parents after they have been signed out with the coaching staff. If leaving an event with anyone other than a parent, this requires pre-approval from the coach. Failure to abide by the established rules for bus transportation and team conduct may result in losing the privilege to attend away events, playing time, or a combination. All decisions concerning transportation are subject to final administrative review.

#### **Playing Time**

Game/Activity participation is a privilege not a right. Paying your activity fee merely secures your opportunity to practice. It does not ensure that you will play. The amount of playing time is at the discretion of the coach/advisor. Playing time is earned/determined based on your attitude, ability, preparation, and effort in practice.