

## WELCOME TO LUVERNE HIGH/MIDDLE SCHOOL

The policies and procedures contained in this Parent/Student Handbook are the result of a concerted effort on the part of the faculty and the administration. These policies cover all students and are approved by the Board of Education.

The educational opportunities offered in Luverne represent a tremendous investment in building, purchase and maintenance of equipment, staff salaries, and other expenses. Help preserve and protect the investment; make it your job to help protect school property.

Read carefully your Parent/Student Handbook. The rules and regulations contained in this book have been adopted by the School Board and govern the conduct of all students.

### VISION STATEMENT

Live. Learn. Lead.

### MISSION STATEMENT

“Luverne schools will engage students in lifelong learning to achieve their maximum potential in becoming productive citizens.”

## GENERAL INFORMATION

### SCHOOL HOURS

The school day officially opens at 8:10 a.m. and closes at 3:15 p.m. Students are not to remain in the building after 3:45 p.m. unless they are involved in a directed activity or are receiving assistance from a teacher.

#### DAILY SCHEDULE

I 8:15 - 9:05  
II 9:09 - 9:59  
III 10:03 - 10:56  
IV 11:00 - 11:50  
HS V 11:53 - 12:43  
HS Lunch 12:43 - 1:13  
MS Lunch 11:50 - 12:20  
MS V 12:23 - 1:13  
VI 1:17 - 2:07  
VII 2:10 - 3:00  
Homeroom 3:03 - 3:15

#### 2 HOURS LATE SCHEDULE

I 10:15 - 10:49  
II 10:52 - 11:26  
III 11:29 - 12:05  
MS Lunch & HS IV 12:09 - 12:43  
HS Lunch & MS IV 12:46 - 1:21  
V 1:24 - 1:59  
VI 2:02 - 2:37  
VII 2:40 - 3:15

#### EARLY OUT SCHEDULE

I 8:15 - 8:53  
II 8:56 - 9:34  
III 9:37 - 10:15  
IV 10:18 - 10:56  
MS Lunch & HS V 10:59 - 11:34  
HS Lunch & MS V 11:37 - 12:12  
VI 12:15 - 12:51  
VII 12:54 - 1:30

### CLASS BELLS

The class bell rings exactly at dismissal time. (No warning bell). Three or four minutes later another bell signals the beginning of the next period. For the physical education classes, there is a 10-minute warning bell.

## ACADEMICS & INSTRUCTION

### **MAKE-UP WORK**

If students are absent **one day** because of illness, no arrangements will be made to receive make-up work. If students are absent **two or more consecutive days** because of illness, parents are encouraged to call for make-up work. Calls should be made by 10:00 a.m., and homework may be picked up at the attendance office between 3:05 - 4:00 p.m. or later by appointment.

Students are expected to make up work in a **timely** manner. As a general rule, students have one extra day to complete work for each day that they had an excused absence. Students who miss class work as a result of an unexcused absence will not be allowed to receive credit on assignment(s) / assessment(s) from the day and class in which the unexcused absence occurred.

**Make-up work from pre-approved absences (including school-related activities) is due upon returning to class unless other arrangements have been made in advance with the teacher.**

### **POST HIGH SCHOOL ENTRANCE**

College entrance varies from school to school. However, most four-year colleges are recommending a minimum high school curriculum consisting of:

4 years of English	4 years of Mathematics	2 years of Fine Arts
3 years of Science	2 years of Foreign Language	1/2 year of Computer Science
3-4 years of Social Studies		

Students should check each college catalog for specific college admissions criteria. Some vocational-technical courses require specific background requirements. Check with the counselor concerning specific course requirements.

The following are five major personal qualities, which colleges and vocational schools are seeking in their applicants:

1. **INDUSTRY.** A teenager who has really worked hard to produce in any field has started the priceless habit of sound achievement.
2. **INTEGRITY.** High principles and reliability are often evidenced by participation in church or youth groups, or by willing assumption of family or community responsibilities.
3. **INITIATIVE.** The ability to start or facilitate the beginning of something. Can often look beyond the ordinary to start something extraordinary.
4. **ENTHUSIASM.** Youthful eagerness and "that glint in the eye" consistently tip the scales for applicants.
5. **CONCERN FOR OTHERS.** Weighing their choice among closely matched applicants, college admissions officers ask the following: To what degree has a boy or girl displayed a health concern for other people?  
How can students develop these plus values? Post high admission officials offer these practical suggestions:

**GOOD MARKS ARE IMPORTANT.** Achieving below one's real abilities can become a permanently destructive habit, leading to lifelong mediocrity. Students who postpone serious study until their final year, likewise, handicap themselves. College admission selectors look for "more than one year of good solid work."

**FORM REGULAR STUDY HABITS-THE SOONER THE BETTER.** Every freshman takes to college the study habits he practiced in secondary school years. Parents have an inescapable responsibility to instill sound work practices at home.

**GET USEFUL EXPERIENCE THROUGH JOBS.**

**HAVE HOBBIES - AND MAKE THEM MEANINGFUL.**

**IF YOU HAVE AVERAGE ABILITIES AND ARE WILLING TO WORK, THERE IS A COLLEGE OR VOCATIONAL SCHOOL FOR YOU.**

High school students who plan to register for the premedical, pre-dental, or engineering programs for a major in mathematics and/or science, should be informed that units in higher algebra and solid geometry are required, for example, in the engineering program.

### **TESTING PROGRAM**

Principals, counselors, and teachers to secure valuable information in aiding the student in making the correct decisions for future planning use standardized tests. Our testing program includes STAR testing in Grades 6-11 and MCA's in grades 6-11.

## **CREDITS, GRADING SYSTEM AND REPORT CARDS**

### Grading Standards

4.000 = A	2.000 = C
3.670 = A-	1.670 = C-
3.330 = B+	1.330 = D+
3.000 = B	1.000 = D
2.670 = B-	0.670 = D-
2.330 = C+	0.000 = F

All students in grades 9-12 must take a minimum of six classes per semester. Band and choir are included in the six classes.

Progress reports will be distributed every three weeks during homeroom. Report cards will be given to the student, given to the parent when Parent Conferences are scheduled, or mailed home each quarter.

\*\*\*Important to note, when calculating GPAs, we do not round up beyond the thousandth place\*\*\*

### **HONOR ROLL**

Honor Rolls are announced at the end of every nine-week period.

1. "A" Honor Roll: Students grade point average must be a 3.670 or above.
2. "B" Honor Roll: Students grade point average must be a 3.000 or above.

### **GRADUATION**

Twenty-one and a half credits and successful completion of state testing, or completion of a prescribed IEP are needed for graduation. **Students not meeting graduation requirements will not participate in the graduation ceremony.**

Graduating Seniors earning a cumulative GPA of 3.5 or higher from 9<sup>th</sup> grade through the first semester of 12<sup>th</sup> grade will receive gold ropes for the graduation ceremony.

Students graduating with the following GPA will be awarded the following honors.

Summa cum laude:	3.900-4.000
Magna cum laude:	3.750-3.899
Cum laude:	3.500-3.749

### **INCOMPLETES AT THE END OF A GRADING PERIOD**

1. It is the responsibility of every student to keep up in each class and to make up work, which has not been completed. If a teacher feels that a student has fallen too far behind, the teacher should make the student's parents aware of the situation by phone or letter immediately.
2. If a student does not complete the work or is making no effort to complete assignments, the student may be removed from the class and placed in study hall. Any student dropped from a required class will be allowed to take the class the next time it is offered.
3. All work is expected to be completed by the end of each three-week grading period unless there are extenuating circumstances that warrant an extension.

### **FAILURES**

All students failing a required course must repeat the course. Middle School students who have not passed at least two core classes (English, Social Studies, Science, and Math) in a grade will repeat the grade.

### **COURSE DROP**

Students carrying 7 subjects may drop a course and add a study hall up to the end of the first quarter of the semester (first and third quarter). The course dropped will be dropped from their permanent record. If the student drops the course after the first quarter of the semester, an "F" will be applied to their transcript. A counselor or the high school principal, on a case-by-case basis, may submit an appeal where special circumstances should be taken into consideration to waive this policy. Students carrying only 6 subjects are not allowed to drop a course, as the minimum required class load is 6 subjects.

### **GRADE CLASSIFICATION**

1. Every student in grades 9-12 is required to take a minimum of six classes per semester. The credits a student must have earned to be classified and to be entitled to the privileges of each grade are as follows:

Grade 9	=	4 full year classes
Grade 10	=	4.5 credits
Grade 11	=	9.0 credits
Grade 12	=	13.5 credits
Graduate	=	21.5 credits

2. Any student who does not pass the required subjects in any academic area will not be allowed to take the advanced courses in that subject area. If a student fails a course, he or she should meet with the Principal or Counselor immediately to discuss options.

### **ACADEMIC AWARDS**

In most extracurricular activities (i.e. athletics, music and drama) individual achievements are frequently publicized in local newspapers and letters displayed as a sign of outstanding achievement. Since schools are in the business of providing a comprehensive education in all academic areas, it is important and appropriate to recognize students for outstanding academic achievement.

The following standards will be used as the criteria to determine which students will be eligible for academic recognition:

**Students in grades 9-12 who maintain a B+ average (3.330) each of the first three grading periods will receive an award.** Students in grades 9-12 will receive a letter for a first time qualifier or a chevron if they have previously qualified. Such awards are given to the academic achievers at the academic awards ceremony.

### **THE NATIONAL HONOR SOCIETY**

Sophomores, juniors and seniors are eligible for selection to The National Honor Society. To be eligible for consideration the student must maintain a B+ or 3.250 grade point average. Students are rated in four areas: leadership, scholarship, service and character. A faculty committee makes the final selection.

### **ACADEMIC DISHONESTY**

Plagiarism is using another person's words, ideas, or work without properly citing your source. It can be either intentional or unintentional. The following are examples of plagiarism:

1. Using another writer's words without citation. If you use someone else's words (even just two or three significant words), you must put the words in quotation marks and cite your source with footnotes or parenthetical citation with a works cited list. Even using quotation marks alone is plagiarism unless accompanied by citation.
2. Using another writer's ideas without citation. Your instructor should be able to tell which ideas are your own, and which ones you read elsewhere. In some cases, it is OK to integrate opinions of other experts as long as you cite the material that is not yours. This includes paraphrasing, or putting the ideas in your own words, which must also be cited.
3. Borrowing another writer's sentence structure or phrasing. It is easier to borrow someone else's structure than to come up with your own, but this is also plagiarism.
4. Borrowing another student's outline to write your paper or using all or part of another student's paper.
5. Purchasing an essay online or having someone else write all or some of your paper.

## **ATTENDANCE**

In accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law, Minnesota Statutes Section 120.10, the students of District No. 2184 are REQUIRED to attend all assigned classes and/or study halls every day school is in session. No child can be excused from compulsory school attendance until after they have reached the age of 16.

The following are examples of excusable absences:

1. Illness of the student
2. Serious illness or death of family member
3. Dental and medical appointments which cannot be made outside of school time
4. Court appearances will be excused in advanced by bringing the "summons to appear" to the office.

We believe that good attendance is essential for a quality education, and it is, therefore, everyone's responsibility to see that students are in school.

- **Student's Responsibility:** It is the student's right to be in school. It is the student's responsibility to attend all assigned classes and study halls every day that school is in session and to follow the correct procedures when absent from an assigned class or study hall. Therefore, it is also the student's responsibility to be familiar with all the procedures governing attendance. Finally, it is the student's responsibility to request any missed assignments due to an absence and to make up work in a timely manner.
- **Parents' or Guardians' Responsibility:** It is the responsibility of the student's parents or guardian to encourage the student to attend school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

- Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to avoid confusing the students. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parents or guardian and the student to solve any attendance problems that may arise.
- Administration's Responsibility: It is the administrator's responsibility to encourage students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students. It is also the administrator's responsibility to maintain accurate records on student attendance and to publish a legible list of the previous day's absences, stating the status of each. Finally, it is the administrator's responsibility to inform the student's parents or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

The following rules will govern the attendance of all middle school and high school students:

1. Students in grades 6-12 will be allowed 10 excused absences per semester class. Absences will be called in by the parents/guardians. Any student surpassing the 10-day maximum for a class will receive an unexcused absence for each subsequent absence.
2. Students that exceed the maximum can be considered excused if they visit a physician and receive a note stating the child's ailment. Other extreme situations, properly communicated with the school officials, may warrant an excused absence. The student, parent, teacher or administrator may request an Attendance Hearing to determine what the student will need to do to continue and/or receive credit for that class. Alternative educational programs will also be presented.
3. Luverne Public Schools require that all participants in all school sponsored activities be present in their 5th, 6th, and 7th period classes immediately preceding the staging or playing of events in which they are participants. This includes all contests, concerts, public performances and after school practice sessions. Exceptions will be made when students have unavoidable appointments that have been previously approved by the principal. If a student is gone on Friday, it will be the discretion of the school administration for the student to participate on Saturday.
4. Eighteen Year Old Students: Students 18 years of age or older must comply with the same school rules and regulations as younger students, according to state law (M.S. 120.06), which reads as follows: "The Board of Education of any school district shall provide free educational services to any person between the ages of 18 & 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age." Therefore, student may not write their own excuses if they are living in the parental home. Proof of legal emancipation from their parents/guardians will be the only exception allowed.
5. As required by current statutes, regulations of the State Department of Education, and the School Board of District #2184, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time. Students with excused absences will receive full credit for make-up work.
6. For purposes of this policy, truancy is the absenting of one's self from school or class without the knowledge and approval of the school. Truancy is an unexcused absence, parents will be notified and Saturday School will be assigned. Students will receive zero "0" credit for all classes missed, due to a truancy absence. If student is under the age of 18, he/she may be referred to the court system for truancy violations. If student is 16 or older, he/she may be referred to Board of Education for possible expulsion from school.

**NOTE: STUDENTS TRUANT FROM SCHOOL WILL NOT PARTICIPATE IN THEIR NEXT SCHEDULED ACTIVITY.**

The school must be notified of a student's absence by the parent (or guardian). This pertains to all students regardless of age.

1. If a student is absent (because of illness) from school in the morning, the parent or guardian must call the principal's office between 8:00 a.m. and 9:30 a.m. The phone number is 283-4491.
2. Any student who has been absent for any part of the day must come to the attendance office when they return to school to obtain his/her admit slip. All students will be considered unexcused until the school has received proper notification from the parents (written permission, phone call, email) of an acceptable absence. Once received, the unexcused absence will be considered excused. If the school has not received proper notification within one day of the absence, the unexcused will remain (special circumstances may supersede this).

3. If a student has been in school any part of the day but plans to be absent from school later, the school must be properly notified from the parent prior to the time the student leaves. The student must obtain a **"Permit to Leave Building" pass (blue)** and sign out at the attendance office before leaving the school building.
4. If a student leaves school during open lunch or privileges and does not return to school, the student will receive a Saturday School detention unless the office is notified that day of an excuse that is verifiable by a parent or guardian.
5. If a student becomes ill **at any time during the school day**, he/she must get permission to go home from the school nurse, high school secretary, or attendance clerk and then sign out at the attendance office.
6. Pre-excused absences are permitted for certain occasions. To obtain such an excuse, the student must bring written permission from their parents in advance of the planned absence. The advance make-up slip should be requested no later than one day prior to the time of being absent. The student presents the form to each teacher for advanced assignments and individual arrangements for make-up work. This request should be made for absences of one-half day or longer.
7. It is realized that an occasion may arise when a parent may feel it necessary to request that a student be excused from school to work at home. Such requests should be limited. Any absence for work should be only for the student's own parents. Working for anyone other than parents will be an unexcused absence.
8. Seniors may visit a college or vocational school during the school day by obtaining an advance make-up slip and with the approval of their parents, the guidance counselor, and the principal's office. The absence will be unexcused if arrangements are not made the day prior to the visit.

### **SENIORS**

Each year it is necessary to inform seniors and parents of seniors that there is no such thing as a senior skip day. The State Department of Education does not allow for such an activity, and seniors who take it upon themselves to be absent will be required to follow the truancy policy and will not take part in the commencement exercise unless the time for skipping school has been made up.

### **TARDINESS**

If students are late to school, they should report to the attendance office for a tardy slip. If students are late to class, they will report to the office to record the tardy and report back to class with a tardy slip. All tardiness is noted and becomes a part of the student's permanent record. A student is allowed two tardies each nine weeks without penalty. The third time a student is tardy, they will be assigned Office Detention for 30 minutes. A fourth tardy will be 30 minutes. A fifth tardy and beyond will be 1 hour of Office Detention. Office Detention must be made up within two days of the tardy. Failure to make up tardies will result in a Saturday School.

## **STUDENT CONDUCT**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

In order to keep Luverne High/Middle School a safe and caring community, it is incumbent upon its citizens to assume responsibility in the maintenance of school discipline. Therefore, all students are required to participate and supply information in disciplinary investigations. In addition, students who are asked to supply private or confidential data concerning themselves will be advised (Tennessee Warning) of the intended use of the information if it is to be shared with other government agencies.

### **DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

Any student caught stealing, vandalizing, or trespassing in the school building or on the school grounds will be subject to pay any necessary restitution. The student will also be suspended from school up to five days, and a police referral when necessary. The student may also be subject to a Student Code of Conduct, effecting extracurricular activities. Continuance of these violations will increase the discipline received.

### **PHYSICAL, VERBAL, AND SEXUAL ASSAULT**

**Physical Assault:** Physical assault is the act which intentionally inflicts or attempts to inflict bodily harm upon another. Physical assault by students against staff members or students is considered to be detrimental to our school atmosphere, and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members may be required to use reasonable physical force to prevent or minimize injury to student or staff.

**Verbal Assault:** Verbal assault is the use of abusive, threatening, profane, or obscene language, either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicap.

**Sexual Contact/Relations:** Sexual Contact/Relations as defined by Minn. Statute consensual or otherwise is not acceptable. This includes all aspects of physical/oral sexual contact.

Minn Stat 609.341 Subd.5. "Intimate parts" includes the primary genital area, groin, inner thigh, buttocks, or breast of a human being.

Minn Stat 609.341 Subd. 11 "Sexual contact"... includes any of the following acts committed with sexual or aggressive intent: I. the intentional touching by one person of the complainant's intimate parts; II. the touching by another person of one person's or another person's intimate parts; III. the touching by another of another person's intimate parts; or IV. in any case listed above, touching of the clothing covering the immediate area of the intimate parts.

Corrective action for these violations includes suspension from school (could be one day up to long term depending on its severity), a police referral when appropriate, parent conference, and possible recommendation to the school board for expulsion. Continuance of these violations will increase the discipline received.

### **LANGUAGE, LITTER AND LUST**

Through the efforts of representatives from the Board of Education, student body, teaching staff and administration, the following procedures for dealing with profane or obscene language, littering, and inappropriate show of affection has been developed.

Language: Saturday School will be assigned for profanity.

Littering: All students and employees should make a conscious effort to place litter in appropriate receptacles.

Lust: Inappropriate signs of affection during the school day or at school functions shall not be tolerated.

### **THREATS AND DISRUPTIONS/WEAPONS POLICY**

1. Dangerous Threats: Threats to normal school operations or school activities including, but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable. Suspension or expulsion could result.
2. School Disruption: Any student whom disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.
3. Weapons policy: WEAPONS No students shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. "Possession: refers to having a weapon on one's person or in an area subject to one's control on school property or at a school trip/activity.

"Weapons are identified in two categories:

- a. Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms, whether loaded or unloaded; knives, clubs, metal knuckles used in a threatening manner, numchuks, throwing stars, fire crackers and other explosives, stun guns, ammunition, chains, pellet guns, look-alike guns and other non functioning guns that could be used to threaten others.  
Minimum corrective action shall include initial suspension for five days, confiscation of weapon, notification to police, parent notification, and recommendation to the school board for possible expulsion. Further information may be found in District Policy Series 400.
- b. Articles designed for other purposes but can be used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, compasses and letter openers.  
At the discretion of the principal, consequences may apply.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

**NOTE: Minnesota State High School League rules may apply.**

### **DANGEROUS, HARMFUL, AND NUISANCE SUBSTANCE AND ARTICLES**

1. Alcohol & Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages or illegal drugs or narcotics at school, school sponsored activities, or on school grounds. Students are also prohibited from distributing prescription drugs.

Possessing illegal substances, as well as drug paraphernalia, while in school, on school grounds, or a school sponsored activity will carry a minimum corrective action of a long-term suspension and/or recommendation to school board for expulsion, and a police referral. The student and parent(s) are required to attend a drug/alcohol evaluation and counseling before the student returns to school.

Having consumed illegal substances during or before arrival to school or school activities and still under the influence will carry a minimum corrective action of an initial suspension for three days, parent conference, and police referral.

Continuance of these violations will increase the discipline received.

**NOTE: Minnesota State High School League rules may apply.**

2. Tobacco: Tobacco use or possession by students is prohibited at school, school sponsored activities, and on school grounds. Consequences will be a minimum of a Saturday School and Loss of Privileges. Police may be notified.

**NOTE: Minnesota State High School League Rules may apply.**

3. Harmful or Nuisance Articles: The possession or use of articles that are nuisance, illegal, or that may cause harm to persons or property is prohibited at school and school sponsored activities.

The principal and school staff members shall be alert for any possible student involvement with dangerous, harmful and nuisance substances or articles. When the principal or a member of the staff has reasonable cause to suspect that a dangerous or illegal substance or article is present in a school building, on the school grounds, at a school activity, or in the possession of a student, he/she shall investigate and take immediate and necessary action to safeguard person and property.

**BULLYING**

Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment. Luverne Public Schools will investigate, respond, remediate, and discipline those acts of bullying that affect the educational environment of the school.

Bullying means repeated behavior by an individual or group that is intended to cause the victim, or would cause a reasonable person of the same age as the victim, to feel frightened, or physically abused. Bullying includes, but is not limited to, conduct by a student against another student and has the effect of harming the student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property, or creating a hostile educational environment.

**CYBERBULLYING**

All students at Luverne Public School are entitled to a safe school environment. Therefore, all types of bullying, including cyberbullying, are unacceptable. Cyberbullying is sending or posting harmful or cruel text and/or images using the Internet or other digital communication devices. This generally occurs through the use of computers, cellular telephones and/or Internet websites (e.g. facebook, texting, twitter, instagram).

Cyberbullying often occurs outside normal school hours, however, it is detrimental to school climate and can adversely affect student learning. Anyone who engages in cyberbullying, even outside of school hours, may be considered in violation of the bullying policy and subject to school discipline, as deemed necessary. This could include, but is not limited to, the loss of Internet/computer privileges, suspension, and/or a high school league code of conduct.

**INSUBORDINATION**

All students of Luverne Public School are expected to show respect to all adults who are working in the building. Failure to follow directions given by any teacher, administrator, or staff member will be grounds for insubordination and may result in a Saturday School detention.

**CELL PHONES/PLD'S**

A personal learning device, or PLD, is described as one of the following: Cell/SMART phone, MP3 player, iPad, iPod, laptop, tablet, chromebooks or any internet-enabled device. A PLD may be used under the direct supervision of the classroom teacher and during class time per teacher discretion and instruction. At no time may it be used while serving detention, Saturday School, or in gym locker room areas.

If a student violates the teacher expectation, the teacher will assign an appropriate consequence to be served within their classroom. When a student has repeated this infraction, or the situation deemed itself severe enough, the teacher will provide the office with the device. The office will hold onto the device until the end of the second school day, or a parent can pick it up the next day. If a pattern of inappropriate use exists, Internet privileges could be provoked.

Luverne Public Schools is not responsible for lost or stolen cell phones/electronic devices.

Students will not be called to the office to accept a call except in an emergency. Messages from parents only will be delivered to the student by office staff. It should not be necessary to make phone calls during class periods. A telephone is located in the hall near the attendance office for the convenience of the students. Students will not be allowed to use the office telephones except for emergencies.

**APPROPRIATE DRESS**

The responsibility for the appearance of our students rests with the parents and the students themselves. Clothing should be neat, clean, and non-offensive. Common courtesy means appropriate dress, including footwear, should be worn at all times. Students in violation of this policy will be asked to change into appropriate clothing. School consequences may also be applied. Example of inappropriate dress include but are not limited to:

1. Clothing advertising or representing substances illegal for juveniles.
2. Clothing containing obscene, discriminatory, profane language, pictures or sexual innuendos
3. Clothing containing or construed to be containing gang symbols or clothing worn in a manner to identify gang membership.
4. Immodest clothing (i.e. bare midriffs, muscle tees, spaghetti straps, exposed undergarments) Shorts/skirts may not be shorter than the middle of the thigh. Shirts must cover ¾ of the shoulder.
5. Coats/jackets must be removed upon entering the building and stored in lockers during the school hours.
6. Headgear (this includes anything worn on the head, excluding wearing of head gear for religious purposes) must be removed upon entering the building and stored in lockers during the school hours.

School officials reserve the right to confiscate any inappropriate clothing items.

**CONSEQUENCES FOR ACADEMIC DISHONESTY**

Any of the following consequences may be imposed by the instructor or administration in cases of academic dishonesty. Academic dishonesty may also cause a student to lose eligibility for awards and honors, such as National Honor Society or Student Leadership Council.

1. Disciplinary Warning: This may include a conference with the administrators or parents.
2. Loss of Credit on the Assignment: A student may lose partial or full credit for the assignment. Depending on the situation, this may jeopardize the student’s chances of passing the course.
3. Loss of Credit for the Course
4. Suspension/Detention/Saturday School: This punishment is reserved for severe or repeated cases of academic dishonesty.

**DISCIPLINE**

**SATURDAY SCHOOL**

Saturday School is held from 8:00-11:30 on Saturday mornings. Saturday school may be assigned as a consequence to students who fail to show up for an assigned detention.

Saturday School may be assigned using the following options:

- **Option A** – 8:00-10:00
- **Option B** – 8:00-11:30

Any student who is absent or does not follow Saturday School guidelines will be assigned a day of in-school suspension immediately following the detention.

**OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension may be assigned when there is a statutory violation. Examples may include but are not limited to:

1. use or possession of a controlled substance (i.e. tobacco, illegal drugs, alcohol, etc.)
2. physical aggression, such as harassment, assault, theft, vandalism, etc.
3. insubordination/disorderly conduct or defying authority. Law enforcement may be notified and charges may be filed
4. when a student refuses to serve detention and/or Saturday school

When suspended out-of-school, students are not eligible to attend or participate in any school activities or be on school grounds.

**MISCELLANEOUS**

**FOOD SERVICE**

**BREAKFAST PRICES**

Adults	2.50
Students K-12 Regular	1.40
Students K-12 Reduced	.00

**LUNCH PRICES**

Adults	3.80
Students 6-12 Regular	3.00
Students 6-12 Reduced	.00
Extra Milk	.40

High School and Middle School students will use finger scan identification for purchasing food in the school cafeteria.

Breakfast and hot lunch are offered to all students. Breakfast will be served from 7:30 - 8:10 a.m.

Free and reduced priced breakfast and lunches are offered to all students who qualify. Parents should check with the Superintendent's Office for qualifications and applications.

Luverne Public Schools has a computerized lunch program. One account is set up on the lunch program for each family. Money may be sent in the mail or brought in to the attendance window by the student/parent. A receipt will be given for the money received; we suggest that you keep this receipt for verification. Online payments will be made available. Check the school district's Web site for more information.

**Families with a negative balance of \$5.00 or more will not be allowed to eat school lunch.** Families will be notified by mail of any negative balance. Lunch accounts activity may be viewed on our Web site.

### **PLEDGE OF ALLEGIANCE**

Luverne High/Middle School student shall recite the Pledge of Allegiance once a week. Any student or teacher may decline to participate in recitation of the Pledge of Allegiance to the flag. Students and employees shall respect another individual's right to participate in the pledge.

### **LOCKER AND DESK SEARCHES**

A hall locker is furnished for each student. Lockers are the property of District #2184 and can be inspected or searched by school personnel at any time without warning. This service is for your convenience to provide a place in which to keep your possessions. The school is not liable for items lost or stolen from lockers. Padlocks will only be furnished for gym lockers. Students are strongly encouraged to bring their own locks to school.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Procedures:

1. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
2. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
3. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
4. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
5. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
6. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

**Violations:** A student found to have violated this policy and/or other directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials. **Further information may be found in District Policy Series 400.**

### **MONEY AND SAFEKEEPING**

Students are requested to bring only the sum of money they will need to school each day. Larger sums of money should never be carried to school. In the event it is necessary for you to take more money than usual, check it with the office for safekeeping.

### **BOOK BAGS, BACK PACKS, and PURSES**

Book bags, backpacks, and purses will be allowed only to carry books and personal belongings to and from school. They will not be allowed in the classroom.

### **LUNCH BREAK**

Lunch break for grades 9-12 will be from 12:43-1:13. Since the period is short, students are encouraged to eat at school. There is no restriction on leaving the building during the lunch period for grades 9-12; however, proper return from lunch to class will be enforced. Lunch break for grades 6-8 will be from 11:50 -12:20.

### **FIRE, LOCK-DOWN, AND SEVERE WEATHER DRILLS**

Five fire drills, five lock-down drills, and one severe weather drill will be conducted regularly throughout the school year. Students are to familiarize themselves with the exit routes from each class and the safe locations. It is important that students and staff respond rapidly and orderly in these drills.

Tampering with fire extinguishers and fire alarms is against Minnesota Law and subject to a misdemeanor charge.

### **HALL PASS**

*YELLOW BUILDING PASS:* Those who plan to consult a teacher at a specific time during the day must obtain a yellow pass in advance from the teacher. No student is allowed to sign out to see a teacher to obtain a pass during the period. At no time will a student be given a pass to interrupt a class to speak to another student or teacher. It is understood that at any time students are in the hall during class periods they must have a building pass. The principal must approve permanent passes.

*BLUE BUILDING PASS:* Each classroom will be issued one Blue Pass. Only one person at a time may use the Blue Pass to leave the class or study hall. Student must sign out properly with full name, date, time and destination code - L for locker, R for restroom, D for drink, and/or O for office. Student must enter the time upon return.

### **PROM**

The following rules apply with regards to who may attend prom:

1. Students that are freshmen and younger may not attend.
2. Sophomores may attend if they are asked by a Junior or Senior
3. Persons out of high school for one year or less may attend with a Junior or Senior. Prior approval of the guest is required, and school officials reserve the right to deny guest request.

### **VISITORS**

Visitors are not allowed to attend classes during the school day, except in extremely rare situations where prior arrangements have been made with administration and with necessary teachers.

## **TRANSPORTATION**

### **BUS SAFETY AND CONDUCT RULES**

According to Minnesota Law and Luverne Board of Education Policy, riding the school bus is a privilege. Continued or serious misbehavior is a danger to the safety of all bus riders and can be cause for loss of bus riding privileges and even suspension from school.

1. Load and unload buses only when stopped.
2. Remain seated when the bus is in motion.
3. You may talk to the driver when the bus is not moving.
4. Know all bus emergency exits and procedures.
5. Use inside voices when talking on the bus.
6. Listen and follow directions given by the driver. Show respect to the bus driver, other passengers, and the bus.
7. No profanity, suggestive language, throwing objects, or hanging out of the window.
8. Bus aisles must be kept free.
9. No person may walk in back of the bus when it is loading or unloading. (Recommended safety zone is 10 feet on all sides)
10. The bus driver has the authority to assign seats.
11. Students may have food and beverages on the bus (if approved by the driver) providing wrappers and containers are disposed of properly. If abuse of rules occurs, offending individuals will be punished, and all riders may lose privileges.

12. Drivers will make every attempt to be on schedule to promote safety.
13. No weapons will be permitted on school buses.
14. Clothing bearing messages of violent or sexual nature may not be worn.
15. For the safety of all:
  - a. Avoid horseplay.
  - b. Avoid distracting the driver.
  - c. Line up in an orderly manner when entering or exiting bus.
  - d. Remain outside the bus safety zone - if you can touch the bus you are too close.
16. School district policy prohibits the following:
  - a. Tobacco, alcohol and controlled substances.
  - b. The use of profanity.
  - c. Harassment of any kind.
17. Generally the same behavior is expected of the school bus riders as is expected of the student in the classroom.
18. No nuisance articles are allowed.
19. All students will be instructed in proper bus safety.

\*\*\*District 2184 Busses are equipped with video cameras.

## **STUDENT SERVICES**

### **HEALTH SERVICES**

Health services will be available to students during the school day. The school nurse's schedule is 8:00-12:20 in the elementary school health office and 12:30-4:00 in the middle/high school health office. Office personnel will be covering the health office at other times during the school day. The school nurse can be reached at 283-4497 in the morning and 283-4491 in the afternoon.

The school nurse/health office personnel will provide emergency care, assessments and interventions for illness and injury occurring during the school day. The school nurse will provide individualized health plans for students with special health needs. The school nurse will request annual health information update for all students and emergency health plans as needed for students with diseases that could become emergencies at school i.e. seizures, diabetes, asthma, and allergies. If students become ill in school, the students are to report to the health office and the school nurse/health office personnel will decide what action should be taken. Students must not leave the building because of illness without authorization. If the health office is locked, students are to report to their respective school office: elementary, middle, or high.

The school nurse will maintain a permanent health record for each student. This record will contain their immunization records, screening results, medication, and special health needs. The student's health record will be shared with school personnel that have legitimate educational interest in the student.

The school nurse and her assistants will provide vision, hearing, height and weight screening for the students in grades kindergarten through 6th grade and all the 9th grade students. All students with special concerns will be screened as well. Scoliosis screening will be provided for the 5th and 6th grade girls, as recommended by the Minnesota Department of Health. The parents will be notified of any screening results that do not meet minimum guidelines according to the Minnesota Department of Health.

If your student is found to have head lice, fleas, or scabies, you will be notified, and your student will be sent home. It is the expectation of the school that you and your students will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home IN ADDITION to those being done on your student and family. The student may return to school after the appropriate treatment(s) have been performed.

### **PRESCRIPTION MEDICATION ADMINISTRATION**

1. For a student requiring prescription medication during the school day, the medication will be given with written authorization from both parent/guardian and physician/licensed prescriber. Medication authorization forms are available from the health offices. Authorization must be renewed each school year, and may be faxed to the Luverne Schools.

2. The Luverne School District may rely on a verbal request from the parent and licensed prescriber to the licensed school nurse to administer medication for up to two school days, until authorization is received.

3. All medications must be in the original pharmacy labeled container. Each container should have the name and phone number of the pharmacy, student's name, physician's name, medication name, dosage, time to be given and route (oral, inhaled, etc.).

4. Medication will be kept in the Health Office in a locked and limited access storage space and administered by the licensed school nurse or her/his designee. When appropriate, a student can carry and/or self administer a prescription medication with written authorization from the parent/guardian and physician/licensed prescriber.

5. The Luverne Schools will not administer any medications that are not approved and regulated by the Federal Drug Administration (FDA).

6. Medication will be returned or destroyed when discontinued, or at the end of the school year, in accordance with the procedure for medication destruction.

7. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with the new pharmacy instructions shall be required immediately as well.

### **NON-PRESCRIPTION MEDICATION**

The Luverne Schools has acetaminophen (generic Tylenol) and ibuprofen (generic Advil) available for students with complaints of headache and/or muscle aches. Written parent/guardian permission must be on file for students to receive acetaminophen or ibuprofen at school.

Any other over the counter (OTC) medication (e.g. cough/cold remedies, antihistamines, pain relievers, anti-inflammatories) to be administered at school must be sent in the original container with written parent/guardian permission. The time the student last received the medication must also be sent.

### **IMMUNIZATIONS**

All students enrolled in Luverne Public Schools are required to show proof of immunizations according to the current Minnesota immunization law. If a student has not received the immunizations required by state law, the student will not be permitted to attend school until all such immunization requirements have been met or one of the following conditions have been met:

1) A statement signed by a physician or staff of an immunization clinic stating that the student has commenced a schedule of the immunizations, and the dates of the initial immunizations and planned dates for further immunizations are included. The subsequent vaccinations must be completed within 30 days of the vaccine being due or the student will be excluded from school.

2) A statement signed by a physician stating that the immunization is contraindicated for medical reasons, or that laboratory confirmation of the presence of adequate immunity exists.

3) A notarized statement signed by the student's parent or legal guardian stating that the prescribed immunizations are contrary to conscientiously held beliefs of the parent or guardian.

### **STUDENT PREGNANCY AND PARENTAL STATUS**

The policy regarding student pregnancy and parental status of the Luverne School District is in compliance with federal and state laws as well as the State Board of Education which prohibits discrimination or exclusion of any student from an educational program or activity because of pregnancy or pregnancy related problems.

The district shall treat pregnant students in the same manners and under the same policies as any other temporary disability with regard to the education program activity.

Upon request of the student or a minor's custodial parent, a 504 Plan will be developed which will enable the minor to earn a high school diploma if the student is not physically or emotionally able to continue participation in the normal education program or activity. The 504 Plan will include comparable requirements leading towards the achievement of a high school diploma.

The certification of a physician is required to verify the student is physically or emotionally unable to continue with the regular classroom schedule. This is a policy for all students enrolled in the school who are temporarily unable to attend school due to physical or emotional problems.

The high school principal or designee will serve as the case manager in the event that an IEP is developed due to temporary absence from the school program.

### **COUNSELOR/SOCIAL WORKER**

The counseling department provides services to help students with educational, vocational, personal, and social problems and questions. Professional counselors work with students and parents in a setting that allows confidential discussion of the student's concerns. The counseling staff provides an extensive service in the administration and interpretation of achievement, aptitude, and interest tests.

# LIVERNE ACTIVITIES

## **EXTRACURRICULAR ACTIVITIES**

Luverne Public Schools has a wide variety of activities available for its students. Participation in activities is considered an extremely important aspect of student involvement in Luverne Public Schools. All students are encouraged to become involved in at least one extracurricular activity during each school year; however, it is advisable to limit participation rather than try to be active in too many activities. Success is not measured by the number of activities in which you participate; it is measured by the amount and quality of work you do in each activity with which you are associated.

**Every student participating in extracurricular activities is expected to maintain satisfactory academic performance.** It is the responsibility of the student, the parents, the teacher and the administrator to recognize the primary goal of education to be academic achievement. With this goal in mind, the school district has adopted the following policy concerning academic performance and school activities: **Any student who fails 2 or more classes during a three week academic period will be declared academically deficient.** The following restrictions will apply:

**1. First Academic Deficiency**

**Academic Probation**

For the next academic period, the student will be allowed to participate in practices, performances and interscholastic events.

**2. Second and subsequent Academic Deficiencies**

**Academic Ineligibility**

For the next academic period, the student will be allowed to participate in practices but will not be eligible for performances or interscholastic events. If deficiencies are corrected by the end of the academic period, the student will return to academic probation with the beginning of the next academic period.

**3. Deficiencies occurring during the final academic period of the year will result in the student beginning next fall under academic probation or ineligibility as outlined under #1 and #2 above.**

**4. Failure to attend study groups or homework rooms**

Any student who fails to attend the required number of academic study halls will be dealt with by the Activities Director. If the student is on a probationary status and fails to attend, the student will become **ineligible to compete** for the next academic period. If the student is on an ineligible status and fails to attend, the student will remain **ineligible to compete** for an additional academic period.

## **Academic Deficiency**

Failure of a student to meet minimum academic requirements in two or more current classes during an academic period. Minimum requirements are set by each individual classroom teacher and could include failure or incomplete work.

## **Academic Period**

Typically, a three-week period to be determined by the principal and to run concurrently through the year. Quarter grades are looked at first, then semester grades, and final grades if they apply. A schedule of academic periods will be posted at the beginning of each semester.

## **Study Group**

Before school, during homeroom, and after school – a time set aside for high school students to work with teachers in their classrooms.

## **After School/ICU**

From 7:45 a.m. to 8:15 and 3:15 p.m. to 3:45 p.m., ICU will be available for all high school and middle school students. ICU is also used to ensure students are completing all assignments. Teachers will place students with missing assignments/test/quizzes on the ICU. Once a student is placed on the ICU list, he/she must attend one session per day until work is completed.

## **Logistics:**

1. At the end of each three-week grading period, the Activities Director will compile a list of all students with 2 or more F's.
2. Those students who are academically deficient will be notified as soon as possible, but not later than the following school day.
3. Consequences will be effective immediately.

**TICKET POLICY**

The price of the student ticket for all home athletic events is \$4.00. This will include students in kindergarten through twelfth grade. Adult tickets for home events will be \$6.00. Any priority for student tournament tickets will begin with the upperclassmen.

A student season ticket is made available for the price of \$35.00 and is good for all home events. An adult season ticket is made available for the price of \$85.00 and is good for all home events. A family pass will be offered at the cost of \$200.00. An adult punch pass will be available for \$50.00 for 10 activities.

**ACTIVITY FEES**

There is a cap fee of \$250.00 per family.

All fees and forms must be turned in to Activities Office before students can participate in activity.

No refunds unless for medical reasons or family moves, then prorated.

No refunds for violation of School Policy or Minnesota State High School League Rules.

No Charge

- Student Council
- Annual
- Class Officers
- Managers/Stats
- Echo
- Honor Society
- Intramurals
- Spanish Club
- German Club
- Office Workers
- FCCLA
- BPA
- FFA
- Peer Helpers

All Sports Activities (9-12) require a \$70.00 fee

All Sports Activities (7-8) require a \$45.00 fee

Activities 9-12 that require a \$45.00 fee and 7-8 - \$35.00 fee

- Mock Trial
- Plays (Cast Only)
- Math League
- Cheerleading
- Choir
- Speech
- Band

**ACTIVITIES**

Luverne High School is a member of the Minnesota State High School League and is governed by the rules, regulations, and eligibility of the League.

Minnesota State High School League and Luverne High School rules concerning the use of mood-altering chemicals:

**PHILOSOPHY AND PURPOSE**

- A. Philosophy of the Member School Relating to the Use of Mood-Altering Chemicals, i.e., Alcohol, Tobacco, Drugs, and Marijuana.

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The MSHSL, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

- B. Statement of Purpose

- (1) To provide consistency with the MSHSL Constitution: "to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel."
- (2) To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
- (3) To promote equality and a sense of order and discipline among students.
- (4) To confirm and support existing state laws which restrict the use of such mood-alternating chemicals.
- (5) To establish standards of conduct for those students who are leaders and standard bearers among their peers.
- (6) To assist students who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals.
- (7) To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

Activities sponsored by the Minnesota State High School League and the Luverne High School are listed in three (3) categories:

**ACTIVITIES IN CATEGORY I**

	<u>BOYS</u>		<u>GIRLS</u>
Fall	Football Cross Country	Fall	Tennis Cross Country Volleyball Cheerleading
Winter	Basketball Wrestling Hockey	Winter	Basketball Gymnastics Cheerleading
Spring	Baseball Golf Tennis Track	Spring	Hockey Golf Track Softball
Seasonal	Mock Trial, Speech, and One Act Play		

**RULES**

Students who participate in MSHSL sponsored sports shall not at any time use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

**PENALTIES FOR CATEGORY I ACTIVITIES**

A. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) CONSECUTIVE INTERSCHOLASTIC EVENTS or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

B. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) CONSECUTIVE INTERSCHOLASTIC EVENTS in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in school-sponsored activities. Certification must be issued by the director or a counselor of a chemical dependency treatment center.

C. Third Violation

Penalty: After confirmation of the third subsequent violation, the student shall lose eligibility for the next twelve (12) CONSECUTIVE INTERSCHOLASTIC EVENTS in which the student is a participant.

If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

A student shall be disqualified from all activities for nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

**ACTIVITIES IN CATEGORY II**

Fall/Spring Play	Math League
FFA	Vocal Music
Family, Career and Community Leaders of America	Instrumental Music
Business Professional of America	

**RULES**

During the school year or during the season of practice, play or rehearsal, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

## **PENALTIES FOR CATEGORY II ACTIVITIES**

### **A. First Violation**

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next Master Calendar scheduled concert or contest or three (3) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not permitted to participate in small group performances such as madrigals, requests by churches and service clubs, and etc. in the designated three (3) weeks. No exception is permitted for a student who becomes a participant in a treatment program.

### **B. Second Violation**

Penalty: After confirmation of the second violation, the student shall lose eligibility in the next three (3) Master Calendar scheduled concerts or contest or six (6) weeks of the season in which the student is a participant, whichever is greater. Students in violation are not permitted to participate in small group performances such as madrigals, requests by churches and service clubs, and etc. for the designated six (6) weeks. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in any school-sponsored activities. Certification must be issued by the director or a counselor of a chemical dependency treatment center.

### **C. Third Violation**

Penalty: After confirmation of the third (3) or subsequent violation, the student shall lose eligibility for the next six (6) Master Calendar scheduled concerts or contests or nine (9) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not to participate in small group performances such as madrigals, requests by churches and service clubs, and etc. for the designated nine (9) weeks.

If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

A student shall be disqualified from all activities for nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

## **REPORTING ALCOHOL AND CHEMICAL USE**

Please be aware of legislation that was passed during the 1988 Minnesota Legislative Year concerning chemical use on the part of our student population. All public schools in Minnesota must establish a chemical abuse preassessment team made up of school officials. This team is responsible for addressing reports of chemical use by the students as reported to them.

These reports shall be made, without exception, by all law enforcement people and teachers. The law enforcement agencies must report to the preassessment team any and all chemical use, possession or transfer of alcohol or a controlled substance by a student, in writing, within two weeks of the incident. Teachers are required to report whenever this violation occurs on school grounds or during school related activities.

It is the policy of the preassessment team to contact students and parents of the affected student and deal with every case in an expeditious and fair manner.

## **LUVERNE HIGH SCHOOL MUSIC PARTICIPATION REQUIREMENTS**

### **Membership**

Membership is open to students in grades 9-12 by annual audition for choir and band. Marching band is open to any additional student, grades 9-12, playing an instrument.

A council and officers will be elected from each group. They will meet with directors and have responsibilities for communicating student ideas, displaying leadership and carrying out duties within the framework of student government.

### **Lessons**

Lessons are required on an individual or small group basis, weekly, before or after school or during study halls.

### **Attendance**

Attendance at rehearsals, lessons and concerts is mandatory. Illness and emergencies are acceptable reasons for absence, upon notifying the director of such emergency. If a student has a conflict with any of the performance times, he is to advise the director one month in advance and the conflict will then be taken into careful consideration by the director, administrators, and the parents of the student involved.

Rental of Musical Instruments

Guidelines to be used in the rental of school-owned instruments to students - students using school-owned music instruments should pay a yearly rental fee of:

- Minimum large horns \$60.00
- Percussion rent per year \$50.00
- Activity Fee \$45.00

**ACTIVITIES IN CATEGORY III**

- |                        |              |
|------------------------|--------------|
| Annual Staff           | Intramurals  |
| Class Officer          | Peer Helpers |
| Student Council        | Spanish Club |
| Echo Staff             | German Club  |
| National Honor Society |              |

**RULES**

During the school year or during the season of practice, play or rehearsal, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

**PENALTIES FOR CATEGORY III ACTIVITIES**

A. First Violation

Penalty: After confirmation of the first violation, the student will not be permitted to actively participate in Category III Activities for a period of three (3) weeks. No exception is permitted for a student who becomes a participant in a treatment program.

B. Second Violation

Penalty: After confirmation of the second violation, the student will not be permitted to actively participate in Category III Activities for a period of six (6) weeks. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can be reinstated in school-sponsored activities. Certification must be issued by the director or a counselor of a chemical dependency treatment center.

C. Third Violation

Penalty: After confirmation of the third subsequent violation, the students will not be permitted to actively participate in Category III Activities for a period of nine (9) weeks.

If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

A student shall be disqualified from all activities for nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

**CRITERIA FOR ACTIVITY AWARDS**

Students participating in activities earn points, which are applied toward a Student Activity Pin. One thousand points (1,000) must be earned before a pin is awarded. Beginning with the ninth grade, students may be eligible to earn points toward an Activity Pin. Students become eligible to receive the Student Activity Pin in the 11th grade.

**FULL YEAR**

200 points for year  
Bonus/100 points for 4 straight years

**EXAMPLES:**

Annual, Echo, Student Council, FFA, FCCLA, BPA, Band, Choir, and Peer Helpers

**SEASONAL  
(1/3 YEAR)**

100 Points per season  
Bonus/100 points for 4 straight years

**EXAMPLES:**

Sports, Plays, Math League, German Club, Mock Trial, Speech, Cheerleading, Intramural Bowling, Spanish Club

**SEASONAL** 150 Points for season (Ex: Flag Corps)  
**(1/2 YEAR)** Bonus/100 points for 4 straight years  
50 points for season (Ex: Manager/Stats/Video)  
**Bonus/100 points for 4 straight years**

#### **LUVERNE PUBLIC SCHOOLS DISTRICT #2184 BOARD POLICIES**

All School Board policies are available on the district web site: [www.isd2184.net](http://www.isd2184.net). The policies on School Discipline, Title IX, Directory and Yearbook Information, Religious, Racial and Sexual Harassment and Violence, Hazing and Bullying have been included in summary or entirety for reference.

# July 2016 - June 2017

## LUVERNE PUBLIC SCHOOLS

**July 2016**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 - Independence Day

0 Days in Session

**January 2017**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 - New Year's Day

3 - School Resumes

16 - Joint Staff Dev - No School

20 - end of 2<sup>nd</sup> qtr - 46 days

20 - Early Out - 1:30 (staff grades)

20 Days in Session / 95 Total

**August 2016**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29-31 INSERVICE DAYS

0 Days in Session / 8 Total

**February 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20 - President's Day - No School

19 Days in Session / 114 Total

**September 2016**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 - INSERVICE DAY

5 - Labor Day

6 - First Day of School

19 Days in Session / 19 Total

**March 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 - End of 3<sup>rd</sup> qtr - 44 days

24 - Early Out - 1:30 (staff grades)

30-31 - INSERVICE DAYS

21 Days in Session / 135 Total

**October 2016**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

20-21 - MEA - No School

18 Days in Session / 37 Total

**April 2017**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

13 - Early Out - 1:30 dismissal

14 - Easter Break - No School

19 Days in Session / 154 Total

**November 2016**

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 - End of 1<sup>st</sup> Quarter - 42 days

4 - Early Out - 1:30 (staff grades)

23 - Early Dismissal - 1:30 p.m.

24-25 Thanksgiving - No School

21 Days in Session / 58 Total

**May 2017**

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14 - Baccalaureate

26 - End of 4<sup>th</sup> Quarter (42 days)

26 - Early Dismissal

29 Memorial Day

30 - INSERVICE DAY

20 Days in Session / 174 Total

**December 2016**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23 - Early Dismissal - 1:30 p.m.

26-2 Winter Break No School

17 Days in Session / 75 Total

**June 2017**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4 - GRADUATION

Snow Days will be made up:    1<sup>st</sup> - May 30    2<sup>nd</sup> - May 31    3<sup>rd</sup> - June 1    4<sup>th</sup> - June 2

Quarter 1 ends Nov. 4 (42 days)  
 Quarter 3 ends Mar. 24 (44 days)

Quarter 2 ends Jan. 20 (46 days)  
 Quarter 4 ends May 26 (42 days)