



**Pine Island High School
Student Handbook
2019 - 2020**

Pine Island Senior High School

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SCHOOL SONG

“MINNESOTA ROUSER”

Pine Island Panthers hats off to thee
To our colors true we should ever be
Firm and strong united are we
Rah, Rah, Rah, Pine Island High
Rah, Rah, Rah, Rah,
Rah for Pine Island High.
P-A-N-T-H-E-R-S
Go Panthers!

All information contained in this book can also be found on the school website.

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Please Note

The Principal may use his discretion on all rules and regulations contained in this handbook. Accommodations may be made as necessary. The primary intention of the Principal and District is to be consistent in following the rules in this handbook, but rules may be dealt with on a case by case basis.

ATTENDANCE PROCEDURES

Philosophy: High School Attendance

Regular attendance in all classes is vital to insuring a quality learning experience and productive future for all students. Classroom experiences are both meaningful and essential components of the learning process. Regular class attendance instills self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances. Make-up assignments can never fully replace the learning experience students miss when they are absent from class.

MESSENGER SERVICE, GIFT DELIVERY:

The office is not a messenger service. We will only pass messages to students in extreme emergencies. Appointments and information that the parent did not remind the student of is not an emergency. We may take the message and attempt to give the information to the student; however, we will not be held liable if the information is not received by the student. Please do not have gifts such as flowers or presents delivered to the school, they will not be delivered.

CALL DOWNS

The office does not do call downs. We will try, not promise, to get messages to students during their study hall or if possible during the last couple minutes of a class period. We will not interrupt in the middle of a class, unless it is an emergency.

ASSIGNMENT OF RESPONSIBILITIES

Successful implementation of the attendance policy is dependent on students, parents/guardians, teachers and administrators working together. The responsibilities assigned to each of these groups are outlined below.

Student Responsibilities

1. Attend each class and arrive in class on time.
2. If an absence occurs that is not pre-excused or school-related, follow these procedures:
 - Bring a note from your parent/guardian, or *the parent could send an email or make a phone call before the absence or within 24 hours of your return to school.*
 - Make up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with the classroom teacher. The student is responsible for requesting work from the teacher; in addition to the teacher, class assignments can be found on Schoology.
3. If a pre-excused absence occurs, follow this procedure:
 - Get parent permission in the form of a note, email, or phone call to excuse the upcoming absence. Get a vacation request form from the website or office, and have each teacher initial for their class. Bring the completed form to the office for principal approval at least 24 hours prior to the absence. Approval will be based on the nature of the absence, current attendance record, progress toward graduation, and current academic situation.
 - Make-up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with individual classroom teachers. The student is responsible for requesting work from the teacher; in addition to the teacher, class assignments can be found on Schoology.
4. If a student must leave school during the school day, he/she must check out with the office **before leaving the building**. In all cases, the student must have the permission of his/her parent or guardian and approved through the office.
5. The student must check in with the office when returning to school from an appointment or when coming to school after the school day has begun, if they do not, the absence will not be excused.

Parent Responsibilities

1. Expect your child to attend all classes regularly.
2. Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days.

3. Notify the office of an extended pre-excused absence before the absence occurs.
4. Notify the office by phone or email each day your child is absent from school, unless the absence is pre-excused.
5. Send a note with your child within 24 hours of his/her return to school from any absence.
6. Contact the office, counselor, and/or teacher if you have any concerns about your child's attendance.
7. Hold your child accountable for regular attendance and following the attendance policies.

Teacher / Paraprofessional Responsibilities

1. Take attendance accurately at the start of each class period.
2. Report any discrepancies in the daily attendance report to the administrative assistants immediately.
3. Maintain timely and accurate attendance records-
4. Follow the procedures outlined in the school's attendance policy.
5. Adopt classroom policies that provide incentives for regular attendance.
6. Communicate with parents/guardians if a student's attendance is adversely affecting his/her grade as soon as the attendance has reached the point where it will impact the student's grade.
7. Any teacher/counselor that causes a student to be late or absent must take care of the attendance issues for that time period with the office. The teacher/counselor should also communicate with the next period teacher to inform them of the reason the student is late.
8. It is the teacher's responsibility, first, to work cooperatively with the student's parent/guardian and the student to solve any attendance problems that may arise.

Administrator Responsibilities

1. Distribute or make available the attendance policy to all students, parents/guardians, and staff.
2. Plan interventions with counselor for students with excessive absences.
3. Communicate with parents/guardians regarding students with issues and concerns related to attendance.
4. Review disputes related to classification of absences.
5. Encourage school-wide policies and practices that provide incentives for regular attendance.

CLASSIFICATION OF ABSENCES

Excused Absences

These absences are subject to administrative authorization. The authority to decide whether an absence is excused or unexcused rests with the building principal. Absences normally excused include:

1. Illness. A physician's statement may be required at the discretion of the building principal or counselor.
2. Medical, dental, legal and other professional appointments, excluding photographers.
3. Family emergencies. * **Multiple or frequent requests may be denied.***
4. Religious observances.
5. Parent/guardian requests. These absences will be excused at the discretion of the administrator. * **Multiple or frequent requests may be denied.***
6. In or out-of-school suspensions imposed by the administrator.

Note: Graduation portraits are not excused absences.
Two class periods will be excused for driver behind the wheel test.

Excused Absence Policy

- When patterns of excessive excused absences are detrimental to the success of a student, district personnel will implement interventions.
- A parent/guardian may clear three days per month that the school is in session. Subsequent clearances for illnesses require verification by a doctor or other valid health care professionals, unless otherwise approved by the building principal.
- If a student is absent for an extended period of time due to illness, a doctor's note may be required.
- Students may make-up work missed due to excused absences for full credit. Work must be made up within two (2) school days for each day absent unless other arrangements have been made with individual classroom teachers. Any decisions regarding special arrangements should be made during conversation with the High School Principal. Eg) A student who misses two (2) days of school because of illness would have 4 days to make up their work starting the first day the student is back to school. Week 1: Student misses Thursday and Friday excused, they should have all work made up by the end of day on Thursday of week 2. After that time, credit may be reduced for the work.

School-sponsored Events

Absences due to field trips or other school-sponsored activities - These absences will be excused providing the student has followed appropriate pre-excuse procedures. Students and parents should note that although it is good for students to be active in many activities at school, you should use caution and common sense when taking, attending, or participating in school activities. There is no good substitute for being in class when a lesson is being taught. Sometimes the right decision is to not attend special trips or activities when you have a choice. Please make these decisions with the help of your parents, teachers, and advisors.

Unexcused Absences

All unauthorized absences are unexcused absences. These absences are subject to intervention procedures that may include, but are not limited to:

- Conference with the classroom teacher.
- Conference with the principal.
- Conference with the counselor.
- Parent conference.
- Assignment to detention.
- Assignment to Saturday school.
- In-school suspension.
- Truancy petition filed.
- Assignment to alternative educational placements.

School work missed during unexcused absences must be made up; however, credit may not be granted. Teachers have the discretion to give a daily participation grade based upon attendance and active participation in their class. Students who are absent from class must be allowed to make up the participation points only if the absence is excused or school-related. When a student is absent from class they miss out on the learning from that day. Along with that, the other students in the class miss out on what that student will bring to the learning activities. When a student makes the choice to be unexcused they may not be given the opportunity to complete the assignments or assessments given while they were gone.

Saturday school may be the consequence for unexcused absences. Students and parents will be expected to monitor attendance and set up the Skyward student management program to send automated notices to them when their child is absent. Both parents and student can have access to the system at their convenience. Students and parents should monitor the attendance to make sure there are no mistakes.

If the unexcused absence is not corrected within 48 hours, or there is not a valid reason for the absence, then the student will be assigned detention. Students who miss detention will be assigned further consequences. Unexcused absence may earn detention time equal to or close to equal to twice the amount of time that the student had missed; it will be at the principal's discretion. Patterns of unexcused absences may result in alternative placement or expulsion from school.

Truancy

A student is considered legally truant when he/she is absent unexcused from three or more classes on three or more days. These days do not have to be consecutive. Students who are truant from school will be referred to the appropriate county office for legal action.

Students who have unexcused absences will be contacted by the office. A plan will be put in place to improve the student's attendance, if the attendance does not improve a meeting with the parents, counselor and/or principal will be conducted to determine why the student is not attending class and options or consequences for continued non-attendance. The steps concerning the issue of truancy are outlined as follows.

1. Minnesota Statute 260A.02 mandates that if a student has three or more unexcused absences from three or more periods on three different days, the student may be classified as a "continuing truant". These days do not have to be consecutive. At this point, parents/guardians will receive a letter of concern from the building principal. Students will also be contacted by the office to discuss a plan to improve attendance.
2. If unexcused absences continue, the school may utilize all available resources to help remedy the problem including: phone calls and home visits from school staff, meetings with school professionals, assignment to detention or in school suspension, and any other interventions deemed appropriate.
3. When a student accumulates seven unexcused absences from all or part of a school day, a truancy citation will be filed with the County Attorney.

Tardiness

A student who is not in their seat when the bell rings is considered tardy; if a student is more than ten (10) minutes late to class, he/she will be considered absent.

All tardies are considered unexcused unless the student has been detained by another teacher or has an excused pass from the office. If a student is detained by a teacher, he/she should get a pass to the next class from that teacher, so that it will not be recorded as a tardy. Students should try to have meetings with teachers either before or after school or during a time that is free for both the student

and the teacher. If a student does need to be detained by a teacher, the teacher should communicate with the student's teacher in the next class during passing time, if possible.

Teachers and study hall monitors will record the tardy in Skyward. Students who are late will receive an unexcused tardy unless they have a pass or prior permission. (See Attendance Procedures below).

Being late is not acceptable, but we understand that at times things happen. Because of this, the first two tardies will not result in consequences from the office. Three tardies in a period will result in detention. Each tardy after that period will result in further detention or more severe consequences. This tardy count will start over at each semester break.

ABSENCE CORRECTION

Students and parents should monitor their attendance in Skyward. When your child is absent, there will be an automatic call made in the morning and evening notifying parents of the unexcused absence. If there is not a valid, excusable reason for the absence, the student will be assigned at least one hour of detention for each period missed. Students may be asked to serve this time on Saturday. Students and parents will be expected to monitor attendance in Skyward. Both parents and student can have access to the system at their convenience. After verifying that there is not a mistake in record keeping, the student will be assigned their consequence. If Saturday School is assigned and a student misses it, he/she may be suspended and allowed back to school only with a parent meeting. Unexcused absences will earn detention time equal to or close to equal to twice the amount of time that the student had missed.

Parent Notification

1. All students will be notified of the attendance policy in the online handbook, they may request a copy of the school handbook and a copy of all course attendance guidelines.
2. If a student's absences from class are adversely affecting his/her grade, the parent/guardian will be notified by the classroom teacher.
3. Parents or guardians may, at any time, call the office and request a summary of their child's attendance. The attendance can be seen at any time by the parent or student by accessing the Skyward site.
4. If a student has 3 or more unexcused absences on separate days, the parents and student will be notified and a Continuing Truant letter will be sent home. The goal of this letter will be to find a solution to the attendance issues.
5. If a student reaches 7 unexcused absences on 7 separate days, Truancy will be filed with the county. A Notice of Habitual Truant letter will be sent home to notify parents.

Review Process

1. A request for review of absences may be made in writing, in person, or by phone by calling the office.
2. A committee of counselor, county social worker, faculty members, and/or the principal shall conduct such reviews.
3. The parent/guardian and the student must appear in person at the review.
4. Upon recommendation of the principal or the review committee, a recorded unexcused absence may be changed.

LEAVING THE BUILDING DURING THE DAY

Students will not be allowed to leave school during the school day unless they have parent permission and the approval of the High School Principal. High School students must sign out at the office and get their blue permit to leave the building from the office. Pine Island has a closed campus lunch, which means students are not allowed to leave for lunch.

WORK RELEASE

Students who qualify for work release privileges must have the permission of their parents, employer and the high school principal to leave school grounds before the end of the school day. Students who wish to pursue this option may obtain the necessary permission forms and information sheet in the office. Students may be excused for work only if they have a Work Coop agreement that requires it.

WITHDRAWALS AND TRANSFERS

A student withdrawing or transferring from Pine Island High School must present written permission from his/her parent/guardian to the principal. The student will receive a withdrawal form to present to his/her classroom teachers. The teacher will complete this form and initial it after all books and materials have been turned in. Students need to return their withdrawal form to the office when it has been signed by all classroom teachers.

Academic Program

CREDIT GUIDELINES

1. All students in grades 9-12 will be required to take at least seven (7) credit classes per year unless special arrangements approved through the High School Principal.
2. Students who want to enroll in the extended day program may not have more than one study hall per semester.
3. One course credit is earned by being enrolled in a regular class that meets one period a day for a school year in which a passing grade is earned for the class.
4. Students may earn 1/2 credit by working for a teacher or a secretary as an aide for an hour per day for a school year.
5. Students who work as student helpers for the office or for a teacher are expected to be passing their classes. If student helpers are failing they will immediately be assigned to study hall until it is determined that they are passing. A student continually failing may have the privilege of being a student helper revoked and lose credit for such.

ACADEMIC LETTERING

Academic letters will be given to students in grades 9-12 according to the following guidelines as approved by the Board of Education:

1. Students in grades 9-12 must achieve a G.P.A. of 3.000 or higher on a 4.000 scale for the first three quarters in the school year in all courses taken at Pine Island High School.
Students taking PSEO courses must achieve a 3.000 average for the first college/university semester.
2. All grades must be a B- or higher for the first three quarters.
3. A student meeting the criteria would receive a school letter (if the student does not already have one), a pin and a certificate. Each consecutive year that a student meets the criteria for academic lettering, this student would receive a bar and a certificate.
4. Academic letters/awards will be presented at the Academic awards program.
5. Eligibility for academic lettering will be determined by the office.

GRADE REPORTING

Report cards will not be sent home unless the parents request that they be sent to them. Report cards will be posted to Skyward at the end of each term, unless a request is made, in writing, by a parent and approved by the High School Principal.

GRADE PROMOTION:

Students are expected to be on track with academic work and progressing towards graduation. Students who are not progressing will be held back from the class that they originally started High School. Students are expected to take 7 credits every year. This amount of credits actually gives a cushion of one credit for the student who may fail a class or two. If at the start of their junior and senior year they do not have the expected number of credits as listed below, their classification will remain as it was the prior year.

Credit expectation at the start of each year:

Junior -	Grade 11	:= 11.0
Senior -	Grade 12	:= 18.0

It is important to note that while it would be possible to graduate your senior year if you had 18 credits, the students would have a full load of classes and no study halls. Our expectation for students starting their senior year is to have 21 credits, which means that at the start of the senior year they are behind 3 credits from the rest of their classmates. More than likely the student is struggling with school and the expectation of them to take 8 credits and pass them all may be unrealistic. It is highly encouraged that students that fall behind take summer school or after school classes to make up for credits they are missing or classes they have failed.

GRADUATION PARTICIPATION

Students who complete the requirements for a diploma may participate in the graduation ceremony. No differential certificates will be awarded. Exceptions may be made by the principal for extenuating circumstances in individual cases. Students not permitted to participate in the ceremony may appeal their case to the Superintendent of Schools and/or Board of Education. Students who choose the Post-Secondary Education Option (PSEO) have the responsibility to present an official college transcript to the office at least on day prior to graduation to take part in the ceremony. If grades are not received the student will not be allowed to take part in the ceremony.

Participation in the graduation ceremony is strictly voluntary. Diplomas will be mailed to those students who choose not to participate in graduation exercises. If students do choose to participate in the graduation ceremony, they are expected to adhere to the following guidelines:

Paramount to a dignified ceremony is the appearance of the graduates. All students participating in the graduation ceremony will be expected to follow a dress code. The dress code is as follows:

- All students should wear a dress type of shoe.

- Tennis shoes or sandals will not be allowed.
- All girls will be required to either wear a dress or a pair of dress slacks.
- All boys will be required to wear dress slacks and dress shirt.
- No jeans or shorts will be allowed to be worn under the gowns.
- All students participating will be required to wear gowns.
- Pine Island High School does not allow for a "Senior Skip Day" Any student who participates in such an activity may not be allowed to participate in the graduation ceremony.

Students who choose not to follow the stated dress code will not be allowed to participate in the ceremony.

Statewide Testing

As a Minnesota Public School, Pine Island is required to participate in statewide testing. For us this is the MCA test. At the high school level students take exams in Reading, Math and Science. To learn more about the purpose and value of these exams, and to read about the process for opting out please [click here](#).

Graduation Requirements

26 Credits Required for Graduation

To graduate from PIHS students must successfully complete a minimum of 26 credits in courses listed in this registration guide or approved by administration. 17.5 credits must be specified course areas with the remaining credits composed of electives chosen by each student. In addition to these course requirements, the students must meet any other state testing mandate as approved by the Minnesota Department of Education. *Note: For yearlong courses "A" equals first semester and "B" equals second semester.

Student Name:	Graduation Year: 2020 & Beyond	
Courses	Credit	Completed
Fine Arts	.5	
Fine Arts	.5	
English 9A	.5	
English 9B	.5	
English 10A	.5	
English 10B	.5	
English 11A	.5	
English 11B	.5	
English 12A	.5	
English Elective	.5	
Intermediate Algebra A	.5	
Intermediate Algebra B	.5	
Geometry A	.5	
Geometry B	.5	
Advanced Algebra A	.5	
Advanced Algebra B	.5	
Probability & Statistics	.5	
PE 1	.5	
PE 2	.5	
Health	.5	
Physical Science 9A	.5	
Physical Science 9B	.5	
Biology A	.5	
Biology B	.5	
Chemistry, Physics, or Chemistry in the Community A	.5	
Chemistry, Physics, or Chemistry in the Community B	.5	
U.S. History 9A	.5	
U.S. History 9B	.5	
World History 10A	.5	
World History 10B	.5	
Government & Citizenship	.5	
Economics & Environment	.5	
World/Cultural or Physical/Regional Geography	.5	
College and Career Readiness I	.5	
College and Career Readiness II	.5	
Total Credits Earned in the required courses listed above	17.5	
Elective Credits Earned - Grade 9		Total:
Elective Credits Earned - Grade 10		Total:
Elective Credits Earned - Grade 11		Total:
Elective Credits Earned - Grade 12		Total:
Credits Earned in required courses and elective courses	Grand Total:	

HONOR ROLL

Each nine week period, two honor rolls will be computed based on a 4.000 grading scale.

To qualify for the "A" honor roll you must maintain a 3.667 average. To qualify for the "B" honor roll you must maintain a 3.000 average or better. No "C" grade will be allowed for the "A" honor roll and no "D" for the "B" honor roll.

Students will be allowed *one* week into the succeeding quarter to make up incompletes in order to be on the honor roll, unless approved by the building principal for extenuating circumstances. Incompletes not made up before *one* week into the next quarter will disqualify a student from being on the honor roll.

Honor students for graduation will be determined on the basis of grades received in grades 9, 10, 11 and through the end of the 3rd marking period of the 12th grade. Grade honor students will be determined by grades received in the first 3 marking periods of the year.

Honor roll computation will be determined using the grades a student receives in classes taken in grades 9-12.

INCOMPLETES

An incomplete means that a student has not completed the work for that marking period. Since the nine week grade is a part of the semester or year mark, if the student has not completed all of the work for the nine weeks he/she has not completed all of the work for the semester or year. The incomplete carries no value and cannot be averaged with the other grades. This will block the averaging of other marks so that no final grades can be given. The only way an incomplete may be changed to a grade greater than an "F" is by turning in the work that is due. The mark earned for the incomplete may range from an "A" to an "F". Work submitted after the teacher's deadline may earn a mark of "F" which can then be averaged with the other grades. Completing the work enables the teacher to award an academic grade and unblocks the averaging of the other marks. If the incomplete work is not completed within *one* week of the completion of the course or an extension has not been granted by the teacher or principal, the incomplete will change to an "F" unless prior arrangements are made in writing with the classroom teacher. The office should be informed of such by the classroom teacher.

MINNESOTA HONOR SOCIETY

The Minnesota Honor Society attempts to bring the achievements of outstanding high school students to the attention of their classmates, their parents, their communities, and the colleges they plan to attend. Membership is based on scholarship, leadership, character and service, each of these criteria count equally in determining membership. Scholarship accounts for only 1/4 of the weight in determining membership. Selection to the Minnesota Honor Society will be done during the first semester of the year.

Transfer Procedures for Incoming Students

Students who transfer to Pine Island High School from another high school must present a transcript from that high school that contains course titles, end-of-course grades, and grade point average (GPA). Transfer students' course credits for all transferable classes grades 9 – 12 will be integrated into the Pine Island High School credit system. All transfer credits, including honors, Advanced Placement, International Baccalaureate, college in the schools, and Post-Secondary Enrollment Option college will be integrated in the Pine Island High School, un-weighted 4.0 grading system using the following numerical value scale.

$A = 4.0$; $A- = 3.667$; $B+ = 3.3$; $B = 3.0$; $B- = 2.667$; $C+ = 2.3$; $C = 2.0$; $C- = 1.667$; $D+ = 1.3$; $D = 1.0$; $D- = 0.667$; $F = 0.0$

Only courses in grades 9 – 12 will count for grade point averages. Accelerated course work may be given high school credit but will not be counted towards the cumulative high school GPA. Home school transfer students should also view the policy on transfer of credit for home school.

Passes

No student is permitted outside the classroom or regularly scheduled study hall at any time without a pass issued by the instructor in charge. Passes from study hall must be returned to the study hall supervisor before the end of the period for which the pass was issued, properly signed. No passes are issued to students by teachers to areas that are not supervised.

All permanent passes for students to anywhere in the building must be approved by the counselor or the high school principal.

Post Secondary Enrollment Options

The Minnesota Legislature has approved a program that enables juniors and seniors in high school to enroll in a Post-Secondary Institution to take classes that are not available in their high schools. If you are interested in this program, please see the high school counselor. It is important to note that registration with a college is a contract between the student, parent, and college. Pine Island High School is only involved in that the student will want credit to count for the courses they take at the college toward requirements for High School. More information can be found in the **College Credit Options Handbook**. Students must notify their school by May 30 if they want to participate in PSEO for the following school year.

STUDENT SERVICES

Lunch time

Pine Island High School has a closed lunch period. All students are to remain in the designated areas during the lunch period and are not to leave school grounds.

FOOD SERVICE

Pine Island School provides a breakfast program for students who wish to participate. Breakfast is served from 7:30-8:00 A.M. The costs of both breakfast and lunch are established at the beginning of the school year. Students must have money in their food service accounts in order to be served breakfast or lunch. Money for breakfast or lunch will be collected prior to 8:00 a.m. daily in an area designated by the cafeteria. Students who may be eligible for free or reduced meals are encouraged to pick up an application in the office. Families will now have the option of paying using an online payment program through our Skyward student management system.

School Guidance and Counseling Services

The guidance and counseling department is for your use. You are always welcome to make an appointment to have a counselor assist you. Some of the services included are:

Guidance:

- 1) Testing and test interpretation to students and parents.
- 2) Helping students in educational and vocational planning through individual conferences and group guidance.
- 3) Schedule planning appropriate to the interests, abilities, needs and objectives of the student.
- 4) Providing information on colleges, vocational and commercial school, apprentice training and immediate work opportunities.

Counseling:

- 1) Individual and group orientation of new students.
- 2) Counseling students who need help.
- 3) Conferring with parents.
- 4) Referral service – A typical counseling session runs approximately 30 minutes once a week. Situations that call for more intense counseling or therapy may be referred to outer agencies due to limited resources on campus.

All that is said in a conference is held in strict confidence unless you wish it otherwise. All staff is obligated to report concerns to the appropriate authorities, it is imperative that all students, staff, and parents are safe and secure. Additional counselor information can be found at the high school counselor link on the district web site: www.pineisland.k12.mn.us

HEALTH SERVICES

The Pine Island School District employs a full-time school nurse during the school year. The health office hours are from 7:45AM – 3:15PM whenever school is in session. If a person should become ill during the school day, he/she should ask permission of his/her teacher and report to the health office. If the nurse is not available the student should report to the office. Students who become ill during the day will not be allowed to leave the building unless permission is received from the nurse or the principal. Parents, guardians or persons listed as an emergency contact must be contacted before a student will be sent home from the health office.

The Health Office personnel are responsible for the administration and/or supervision of the following health related activities that occur in our district:

- first aid for injuries or accidents
- health screening, including vision, hearing, and early childhood screening
- health and safety prevention for students and staff
- health assessment and consultation for individual education plans
 - monitoring health records and immunizations and similar requirements related to state law
- Coordination of public health services with county and regional services
- Classroom consultation regarding maturation and health education

In order to function well in school, children need adequate rest and nutrition. Please ensure that your child has an early enough bed time routine to guarantee enough sleep. Breakfast is an important part of your child's day. Without it, he/she will not have enough fuel for the brain to think properly. If your child comes to the health office complaining of illness and a small rest doesn't help, we will call you and ask you to pick up your child. Fever, vomiting, diarrhea, or other communicable diseases are cause for immediate exclusion of your child. If, however, your child gets home and no longer seems ill, it is up to you to ensure that the child is not rewarded for this behavior. A full day in bed without privileges (video games, TV, outdoor play, etc...) usually provides a permanent cure. If your child has a lot of somatic complaints (headache, stomach ache, etc.), please work with us in an effort to determine the cause of the problem.

Guidelines for keeping children home from school:

Many parents are unsure about when students should stay home from school. Staying home and resting permits the body to combat illness more quickly. If your child is coming down with a communicable disease, remaining at home may prevent spreading the infection to other children. The following guidelines are adapted from recommendations made by Olmsted County Public Health to help parents determine if a child should attend school or remain at home. It is recommended that children should remain home if they have the following conditions:

- severe cold, cough, or sore throat;
- eye infections, especially if discharge is present;
- new skin rashes, especially if draining, unless medical opinion states rash is non-communicable;
- temperature of 100 or more, with or without symptoms;
- nausea, vomiting, diarrhea, or abdominal pain;
- any other sign of acute illness; or
- until results of throat culture is known.

Children may return to school after being ill when:

- Temperature remains normal for 24 hours **without** using a fever reducing medication such as Tylenol;
- no vomiting or diarrhea occurs for 24 hours;
- taking prescribed antibiotics for 24 hours;
- they are symptom free for 24 hours; or advised by a physician to do so.

Head Lice Procedure:

If a student is found to have live lice, his/her parents will be notified. The student may return to school after treatment with a pediculicide (lice killing product).

Upon returning to school following treatment, the student should report to the nurse's office to have his or her hair rechecked for live lice. At one and two weeks following the initial identification of lice, the student will be called back to the health office for a recheck to ensure the lice have been effectively eradicated.

To prevent treatment failure, parents are strongly encouraged to follow all instruction on the lice killing product carefully. Most over-the-counter treatments call for a second treatment in 7-10 days. Because these treatments do not kill all the nits, it is important to remove all nits from the child's hair.

Parents should report all cases of head lice to the health office. Individual classroom notifications will be sent home as necessary. If parents receive notification that there are head lice in the student's classroom, they should check their child's hair carefully for several weeks.

If parents have difficulty getting rid of head lice, they should call the licensed school nurse at 356-8785.

Medication Administration Process:

Medication taken at school must be administered through the Health Office.

1. When possible, it is preferred that medications be given at times outside of school hours.
2. Students requiring medicine at school shall be identified by parent/guardian to the nurse, who will inform other staff as needed.
3. The Authorization for Administration of Medication Form must be completed by the parent/guardian AND physician BEFORE prescription medications will be given at school. Over-the-counter medications do not require a physician's signature. Students in grades 5-12 may possess and use nonprescription pain relief (Acetaminophen/Tylenol or Ibuprofen/Advil) in a manner consistent with the labeling, if the district has received a signed parent authorization form permitting the student to self-administer the medication. The parent or guardian must submit the signed authorization for the student to self-administer the medication **each school year**. To access more information about over the counter pain medication and self-administration, or to obtain the Authorization for Administration of Medication Form, please see the health office page on the district web-site (click on *District, Departments, Health Services, Health Forms*).
4. State law allows for inhalers or Epipens to be carried by the student upon receiving the physician's written permission and an evaluation by the school nurse. Please contact the office for more information and to complete the necessary forms.
5. For student safety, all medications must be brought to school by an adult. Controlled substance medications will need to be counted with health office staff when brought to school.
6. All prescription medication must be brought to school in the original prescription bottle. Over-the-counter medication must be brought in the original, sealed, container with the student's name written on it.
7. All medication orders are effective for current school year only.
8. Medication will be kept in a locked cabinet in the health office.
9. Students, without prior approval, observed by school personnel self-administering medications will be reported to the principal.
10. Any medication left at the end of the school year must be picked up by a parent or guardian.
11. Over the counter medication (ie. Tylenol, cough drops, cold medicine) is not provided by the health office. Students in need of these types of medication will need to have it brought from home per policy.

To obtain a complete copy of Pine Island's prescription and over-the-counter medication policies, please contact the health office at 356-8785.

Latex Limited

For some students, exposure to natural rubber latex can cause a potentially life-threatening allergic reaction. Two of the more obvious sources of latex are gloves and balloons. Latex gloves have not been used in the building for many years. Latex balloons are dangerous because if they are popped, they can spray potentially deadly latex proteins into the air. Because Pine Island School may have students with latex allergies, latex balloons are not allowed in the building. While a latex free environment cannot be guaranteed, we can provide a "safer" environment. By eliminating latex balloons we will reduce the chance of accidental exposure. Balloon bouquets can still be brought to school if they are made of Mylar. Lesson plans will not include the use of balloons.

Questions regarding latex allergies can be directed to the school nurse at 356-8785.

Health Services – Automated External Defibrillators (AED)

The Pine Island School District now has four (4) AEDs. The AEDs in the school are located in the following locations:

- Outside of the lunchroom
- In the hallway near the gymnasiums
- Outside of the shop class
- Outside the middle school counselor's office

Healthy Snacks

All school districts are required by law to adopt a Wellness Policy that includes nutrition guidelines, goals for nutrition education and physical activity to promote student wellness. The purpose of this policy is to assure a school environment that promotes and protects student's health, well-being and ability to learn by supporting healthy eating and physical activity.

When packing snacks, consider the following healthy options:

Crackers	Baby carrots	Single-serve pudding	Fruit	Jell-O
Yogurt	Cheese sticks	Raisins	Pretzels	Popcorn
Cereal	Dried fruit	Trail mix	Cheese and crackers	

Office Hours

The office will be open for business from 7:30 AM to 3:45 PM. Teachers will be available during the time from of 7:45- 3:45 most days.

LIBRARY PROCEDURES

The Pine Island Middle/High School Library is a facility to be used for research, technology exploration, individual study, recreational reading, or for checking out library resources. In order to provide an atmosphere conducive to learning, library users are asked to follow these guidelines:

Students must have passes to come to the library unless they are accompanied by a teacher.

Drinks, food and snacks are not allowed in the library.

Conduct should reflect respect for facilities, materials, and all persons in the library.

The library follows the same guidelines for student conduct as used throughout the school. In some cases students will be sent back to class. Repeated violations will result in the loss of library privileges.

Check Out Periods:

Most books and magazines check out for three weeks. You may bring materials in to renew them if needed for a longer period of time.

Reference, reserve and the most recent magazines check out for one period or overnight only and are due back in the library before school the next morning. Interlibrary loan book check out periods vary.

Returning Materials:

Materials which you have checked out should be returned in the book drop. Library staff is not responsible for items placed on top of the circulation desk which may be taken by another student before they are checked in.

Overdues:

Overdue notices will be emailed to students with items one week overdue. If items become two weeks overdue, billing notices will be mailed to parents. Reminder bills will be mailed to parents at the end of each semester for items still overdue or fines/fees not paid.

Students who have outstanding library fines will have limited borrowing privileges, but may use materials in the library as needed for classroom projects.

Fines and Fees:

The library does not charge daily fines for overdue materials belonging to the school. If library materials are lost or damaged beyond reasonable use, you will be charged the actual replacement cost if it is still in print. Otherwise, the replacement fees are as listed below, based on type of material:

Hardback (fiction).....	21.00
Hardback (nonfiction).....	28.00
Paperback (fiction).....	9.00
Paperback (nonfiction).....	15.00
Oversized books / Reference.....	price varies
Magazine	5.00
Magazine binders	13.00

If items which have been paid for are later returned in good condition, your money will be refunded. Prices may be raised during the year to reflect current costs.

If books or magazines are damaged or defaced but still are usable, a \$1.00 fine will be charged for each item. One dollar will also be charged for damaged barcodes on items. If materials are damaged in such a way that pages have to be replaced or other time-consuming repairs made, a minimum of \$5.00 will be charged. If this charge is more than the replacement cost of the material, the replacement cost will be charged instead.

Interlibrary Loan Services, Fines and Fees:

Students in grades 5-12 may borrow materials from other libraries within the SELCO/SELS system. Many times such borrowing from other libraries is necessary to expand the resources students need for school projects and assignments. Students are responsible for materials borrowed for them from other libraries the same as they are for materials belonging to the Pine Island Schools.

The replacement cost for lost or damaged materials from other libraries is determined by the owning library and may be more than we would charge for a similar title. The owning library also determines the check-out period and whether or not materials may be renewed.

Media Policy:

Parents have the right to restrict their own child from checking out types of material they deem inappropriate. Parents also have the right to request that their child not check materials out from the library if they do not feel their child is responsible enough to properly care for such materials. Parents wishing to place restrictions on their child's account should contact the library staff.

Textbook Fines for Damage:

Textbooks are very expensive and each teacher asks that the students take care of them appropriately. Books should be covered and care needs to be taken as they are placed in the locker. Some books have a tight fit in the locker, but will be undamaged if handled carefully. Teachers may fine students for damage that they cause to a book. Fine amounts will be for the following amounts.

Damage to binding (broken, split, cracked) \$3 - 5.00

Damage to cover (writing, tears) \$1 - 2.00

Damage to pages (writing, torn, highlighted) \$1 - 2.00

Students who lose books or damage a book beyond usable condition will be charged an amount equal to the replacement or depreciated value of the book.

P.A.S.S. PROGRAM

(Panther Am/After School Study Program)

The PASS program was established to provide a place for students to study and get extra help with their school work. A designated room and teacher will be available to assist students in areas that they find difficult and do not understand. Students involved with late starting extracurricular activities or students that wait for rides home are encouraged to use this space to study and complete homework. The program will run Tuesday and Friday mornings from 6:50AM to 7:50AM as well as Monday, Wednesday, and Thursday afternoons from 3:15 PM to 4:15 PM.

Monday: 3:15-4:15PM Ms. Rusch

Wednesday: 6:50-7:50AM Ms. Schimek

Wednesday: 3:15-4:15PM Ms. Ms. Rusch

Thursday: 3:15-4:15PM Ms. Rusch

Friday: 6:50-7:50AM Ms. Schimek

PST/BST (problem solving and behavior solving Team)

Members of the PST/BST Team may include faculty, para-professionals, guidance counselor, school social worker, police liaison officer, school nurse, school psychologist, mental health professional, and building principal. This team meets to review concerns related to students at-risk. Students may be referred to the PST/BST Team by faculty, support staff, and administrators.

The mission of the PST/BST Team is to:

- Identify at-risk students by collecting and sharing information.
- Provide a plan for at-risk students that promotes success and learning.
- Support students, their families, and school staff.
- Act as a catalyst addressing and preventing at-risk behavior.
 - Referring students and/or parents to outside resources.

STUDENT RECORDS

Student records contain immunization dates, grades, attendance and standardized test scores that have resulted from work since the student began school. If a student has attended several different schools, those records are also on file here.

Students and their parents or guardians may see the contents of these records by making an appointment to do so with the counselor. Students may have copies made of anything in their school records, at a cost of \$.15 per sheet, but are not permitted to take the original record out of the office. Students or their parents or guardians may place any statements or items in their records that they wish, if it pertains to their school work.

Students may also request that items be removed from their files. In the event that the students or their parents or guardians make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied they may appeal the decision to the next highest school official, and ultimately to the school board. Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of the students and their parents or guardians, with the exception of another public school in the state in which they have already enrolled after transferring from this school. This means that the school will not and cannot by law, without first receiving written consent from the student and his/her parent or guardian:

1. Send a transcript of the student's school record to a college, vocational school or university.
2. Give information from the student's record to a prospective employer. Written consent can be given by using a form available in the office of the counselor, or by writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardians to exercise their right of access or control of transfer to their records.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

"Directory Information" which includes a student's name, address, date and place of birth, sex, picture (or video tape), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade levels completed, degrees and awards received and the most recent previous educational agency or institution attended by the student, may be released to the public, includes military recruiters, without prior parent or student consent, unless the parent or student (if the student is 18 or older) has objected, in writing, to the release of one or more categories of such information.

TRANSPORTATION SERVICES

The state legislature has determined that riding a school bus is a privilege and not a right. Students riding buses to and from school or other extra-curricular events are expected to abide by the following rules to ensure the safety of themselves and others. It is the bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon, dangerous objects, or hazardous materials on the school bus.
10. Do not damage the school bus or the property of other riders.

The following procedures will be used for rule infractions on the bus:

1. The bus driver will be responsible for reporting a violation of the bus rules. The bus driver is authorized to assign seats as needed.
2. Verbal warnings may be given by the bus driver to correct behaviors on the bus without being considered an official violation notification.
3. Official violation notices will be completed by the driver and given to the principal as written notice of the offense. The principal will meet with the student and attempt to resolve the situation. Consequences will be assigned as determined by the building principal. A copy of the violation notification will be mailed to the parents or guardians.
4. Violations of bus riding rules may result in the loss of bus riding privileges for a week, month, duration of the quarter, semester and/or school year. Additional consequences may be assigned by the building principal.

GENERAL INFORMATION

ACCIDENT INSURANCE

The school does not cover any student for accidents that occur while school is in session, going to and from school, or participating in a school sponsored activity. Every family with students in high school is urged to obtain their own insurance coverage for accidents.

ATHLETIC PASSES

Athletic passes will be sold for both students and adults through our online fee payment system, which can be found on our website prior to the opening of school. Persons who wish to purchase passes after that date should contact the office. Prices for athletic passes are determined by the Board of Education on an annual basis. An athletic pass enables the person to whom the ticket is sold to attend all athletic events throughout the school year.

These passes are good only for athletic events and cannot be used for other events, i.e. music concerts or drama presentations. Tickets for these events will be sold on an individual basis.

CANDY AND POP

Candy, pop and gum, consumed in school, should not cause a mess in the halls. If this becomes a problem, this privilege will be revoked. No food or pop will be allowed in the classroom unless it has been approved by the teacher in the class. A snack machine, juice and pop machines will be available for student use after school. No candy or food items will be allowed to be sold during the school day without approval by principal. *It is recommended that students make choices for healthy drinks and snacks.* Effective July 1, 2014, any food or beverage sold to students on school campus during the school day must meet federal *Smart Snacks* nutrition guidelines.

PERSONAL DATA DEVICES:

Personal data devices include personal computers, cell phones, personal reading devices, devices that connect to the internet and / or can be used for interpersonal communication. Pine Island Public School believes that students need to use current technology in ways that are appropriate for education and communication for educational purposes.

These devices may be used at any time during the school day provided the user does not use them in a way that is deemed to interrupt the educational opportunities for others. Students are expected to use them in a respectful way. It is ultimately up to the teacher or supervisor of that class or period if these devices are allowed to be used. These devices should not be heard by others or students should not be using these devices to communicate when a teacher is teaching class. These devices may be used when a student is given work time which has opportunities for students to use them in personal ways, storing data, sending emails, texts, etc. which does not bother students in the same classroom or another classroom of students in Pine Island Public School. When in doubt, students should ask their teacher or supervisor permission to use their devices during class time as it is up to them if they are allowed in their class or room.

No image capturing device may be used in the restrooms or locker rooms without special permission from the administration.

CHANGE PHONE AND ADDRESS

Parents/students are to report to the office immediately in the case of an address change or a change in telephone number. This information is needed in case of an emergency and also to keep our records up to date. You have access to your current information on the Skyward - Student records management system, please check to see that all information is correct. In the event that your contact information is not correct, please contact the administrative assistants to update. You may also find a Change of Address form on the 5-12 website. You may fill this out and attach it to an email or deliver the form to the office at your convenience. **IT IS VERY IMPORTANT THAT WE HAVE CURRENT INFORMATION.**

CLASS MONEY

Money accumulating in class treasuries must be used for class purposes only. Any surplus at the end of the senior year will not be refunded to individual class members. Class dues may be assessed by individual classes and must be approved by the principal. Student organizations must declare where unused funds will go should the club or organization dissolve or be discontinued.

CLOSING SCHOOL

If it becomes necessary to close school due to inclement weather, the administration will make an announcement on the following stations: KROC-Rochester, KOLM-Rochester, KFSI-Rochester, KDHL-Faribault, KNXR-Rochester, KWEB-Rochester WCCO-Minneapolis, Facebook, and School Messenger. In general when the schools are closed, all other student and public activities to be held in the school district's buildings are also canceled unless announced otherwise. The school board reserves the right to extend the school year if it is determined that students have not met the educational expectations of the State of Minnesota or Pine Island Public School District - #255.

DAILY and WEEKLY ANNOUNCEMENTS

The office personnel will post, online, a daily bulletin of relevant announcements and activities each morning. Student announcement requests must be approved by the principal. Only emergency announcements will be made over the intercom. In addition to daily announcements, the school will send out a weekly announcement with relevant school information through Skyward to parent/guardian email accounts on file at school.

DANCE GUIDELINES

Any school organization planning a student dance must follow the guidelines and procedures listed below:

1. The dance date and time must be approved by the high school principal.
2. The high school student council must approve the dance date and time.
3. The students in the sponsoring organization are responsible for:
 - Making arrangements for the D.J.
 - Handling publicity
 - Selling tickets before the dance.
 - Securing chaperones – see guidelines below.
 - Putting up decorations, if any, and taking them down when the dance is over.
4. The advisor for the sponsoring organization is responsible for:
 - Ensuring that the date and time are listed on the “building use” calendar in the office.
 - Securing a cash box from the business office.
 - Providing oversight for student responsibilities.
 - Acting as a chaperone for the dance.
5. A minimum of six adult chaperones shall be present for all dances. Two of these chaperones shall be employees of the school district.
6. A Goodhue County Sheriff's deputy shall be present at both the Homecoming and Snow Days dances and any other dance at which more than 200 students are expected. If less than 100 students are signed up, the dance should be canceled.
7. No tickets will be sold at the door on the evening of the dance. All tickets will be sold during the school day. Tickets may not be sold after 3:00 p.m. on the day of the dance.
8. Guests.
 - Students wishing to bring a guest to the dance who is not a student at Pine Island High School must register the guest in the office by 3:00 p.m. on the day established by the office.
 - Students are allowed to bring one guest; guests must be in grade 9 - 12.
 - No guests will be admitted to the dance unless pre-registered and Guest Request form filled out.
 - Pine Island students attending the ZED Choice or alternate school programs may not attend dances without the permission of an administrator.
9. High school dances must conclude by 12 midnight.
10. No students will be admitted to any dance after 10:00 p.m. or 1 hour after start time.
11. Students who leave the dance at any time may not be readmitted for any reason without the permission of an administrator on duty.
12. Student behavior.
 - Students attending any school-sponsored dance are expected to display appropriate behavior and to comply with the requests of the adult supervisors.
 - Students who are disruptive or insubordinate at any dance will be asked to leave immediately and expected to comply.
 - The advisor or administrator in charge of the dance is expected to call the student's parents to report the situation.
 - If an administrator is not present at the dance, he/she should be informed of the incident on the next school day.
 - The administrator or person in charge of the dance is expected to call a Goodhue County Sheriff's deputy immediately if a student refuses to leave or follow supervisor/chaperone requests.
 - The administrator or advisor in charge of the dance is expected to report any student suspected of being under the influence of alcohol or drugs to a Goodhue County Sheriff's deputy. The student should be detained until his/her parents have been called and can come to pick the student up.
 - The principal will meet with any student who is disruptive, insubordinate, or suspected of being under the influence of alcohol or drugs on the next school day after the dance to assign appropriate consequences which could include exclusion from PIHS.

DETENTION GUIDELINES

Detention is held on Tuesdays or Thursdays from 3:15 – 4:15 p.m. Saturday detention may be assigned when deemed appropriate by the administrator. Saturday detention will be held from 8:00 AM to 12:00 PM. Students who are assigned to detention must comply with the following guideline provided to them by the detention supervisor. A short list of rules is listed below.

- Students must report to detention on time. Students who fail to report to detention on time may be given another detention assignment by the administrator and/or double the time.
- Students may not eat or bring food or drinks to the detention room.
- Students may not talk or sleep while in detention.
- No headphones of any type may be used while in detention.
- Students must bring books or other school work to complete.
- Students are expected to work the entire hour.

Students who fail to comply with these guidelines will be referred to the principal for assignment of appropriate consequences. The consequence most often assigned will be to make up the time wasted in after school detention.

Students who are unable to be at detention for whatever reason must notify and be excused by the principal at least one day prior to the designated date and time. Failure to do so will result in additional consequences being assigned by the principal.

DROPPING A CLASS

Students will not be allowed to drop classes unless the principal or counselor requests due to the need for required classes or graduation standards for graduation. Dropping or adding classes will happen only under the direction of the counselor. If a student drops a class during the semester they must have the permission of the high school principal, parent/guardian, and the high school counselor. Students who receive permission to drop a class after the first two weeks of the semester will receive an automatic WF (Withdrawal Fail) for the course.

END OF DAY

Students are to be out of the school building by 3:30PM unless involved in a school sponsored activity and under the direct supervision of an advisor or teacher.

FIRE DRILLS

Fire drills are required periodically by the State Fire Marshall. The signal for the fire drill will be a long continuous burst of the fire alarm. Students should know the exits and route to use from each of their classrooms they might be in at given time of the day. Teachers will assist in providing more detailed information. Directions for exits are posted in each room. Return to the building only when the signal is given. Students who exit out the front door of the building should not stand in the street waiting for the all clear signal. They should stand on the sidewalks or boulevard across the street.

It is important that students regard these drills seriously so they know the procedures to follow in case of an actual emergency. Setting off a false fire alarm is a criminal offense.

A.L.I.C.E. EMERGENCY DRILLS

Safety of students and staff is a priority for Pine Island schools. In an effort to be prepared for a variety of dangerous situation that may potentially arise, Pine Island Public Schools is trained in ALICE. School staff will take time to train and practice this response to our students. Part of this training will include at least 5 drills throughout the school year covering a variety of situations and responses. Further information on ALICE may be found on their website at <https://www.alicetraining.com/>.

LOCKERS

Lockers with individual locks are provided for student use. Students will be given the combination to their locker and it is their responsibility to keep the combination a secret.

Students may decorate the insides of their lockers as long as the decorations are appropriate and do not damage the finish of the locker. Students who have pictures that are offensive or inappropriate will be required to remove them or they will face disciplinary action.

The State of Minnesota has adopted a policy on student lockers that says: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of the students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

Students are not to change lockers or use any locker but their own. Students are responsible for the locks on their lockers. If they become broken it is the student's responsibility to pay for the repair of the lock.

LOST AND FOUND

Students finding lost property in any part of the building should turn it in to the office immediately to enable the owner to reclaim it. In order to claim a lost article from the office, it is necessary to prove ownership by identifying the article.

MONEY AND VALUABLES

Each year a number of students lose watches, rings, money and other valuables due to carelessness. Each student is assigned a locker and the student participating in physical education is assigned a locker for that purpose. It is recommended that students not bring large amounts of money or valuables to school. If it is absolutely necessary to do so, bring the money to the office where it can be placed in the vault until the end of the school day. Remember, no place is completely secure, but make use of the facilities you have available; lock your locker, keep the combination to yourself.

NON DISCRIMINATION

It is the policy of the Board of Education of Independent School District 255 to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulation issued thereto, to the end that no person shall on the grounds of race, color, national origin, creed, religion, sex, marital status, or status with regard to public assistance, be denied the benefits of or otherwise subjected to discrimination under any education program or activity operated by the district.

PHYSICAL EDUCATION

Physical education classes must be completed as a requirement for graduation. A letter must be presented from a doctor to be excused from PE.

If you are injured or ill and cannot participate in PE on a certain day, you must have a note from your parents or the school nurse, however, you should still attend class that day.

Students are expected to dress appropriately and as required for PE classes. Jewelry must be removed for safety reasons.

STUDENT FEES

No student of the Pine Island School may be charged a fee for books or supplies necessary to complete the educational requirements for graduation. However, fees may be charged to you under the following circumstances:

1. Materials used in industrial arts, home economics, or some other course for individual projects are to be paid by the student at cost. The cost will be determined by the instructor.
2. Band instruments are rented on a sliding scale basis for the school year. Fees will be set at the beginning of the school year, if the student does not make payment they may be removed from the band program.
3. Driver education for students taking behind-the-wheel training. Behind-the-wheel training is scheduled for after school and during the summer.
4. Costs of field trips which are made available from time to time but are not required as part of a course, should the student elect to participate in the field trip.
5. Costs of the school yearbook, graduation announcements, class rings or graduation gowns should the student elect to order any of these items.
6. Admission fees for concerts, plays, athletic events, and other programs or activities that the student may attend at their own option.
7. Students are required to furnish their own paper, pencils, pens, notebooks, gym suits, tennis and athletic shoes and other items or personal equipment.
8. The Pine Island Schools will charge an activity fee for the following activities: Baseball, Basketball, Cross Country, Golf, Football, Gymnastics, Soccer, Softball, Track, Volleyball, Wrestling, Math League, Mock Trial, Speech Team, and Drama. Activity fees will be established by the Board of Education on an annual basis. The activity fee must be paid prior to the first practice of the activity. There will be no refunds except if the student is out prior to the first event. Fees may be waived in case of undue hardship as determined by the Superintendent of Schools and as requested by parent or guardian on a form to be provided. These procedures are in accordance with and governed by the Minnesota School Fees law, MSA 120.71 0 120.76.
9. Students taking Advanced Foods courses will be charged a fee intended to cover some of the foods that will be consumed.
10. Students who plan to drive and park their vehicle on school grounds need to pay an annual parking fee.

STUDENT PARKING

Students are encouraged to conserve energy by riding the busses whenever possible. Students who chose to drive may purchase a parking passes from the office at the price of \$40.00 per school year. Parking spots are limited and reserved for the individual purchaser of the parking pass.

TRESPASSING

Students who are suspended, expelled, or otherwise excluded from Pine Island High School are not permitted on school grounds or at school events –on or off school grounds - for the duration of the suspension, expulsion or exclusion. Students receiving this type of discipline may also be issued an official trespass notice. If the student is found to be on school grounds he/she will be referred to law enforcement and a citation will be issued.

VISITORS

All persons visiting the school must report to the office to secure a visitor's name badge, which is to be worn for the duration of the visit. Parents who are in the school must check in with the office. Students are not allowed to bring nor have visitors at school except at lunch with prior permission. A visitor badge does not give a person the ability to roam the building, all visitors seeking to visit with a high school student or staff member must check in at the office to obtain permission. Permission will only be granted when a teacher or student has a free period, prep, or study hall period.

WEDNESDAY NIGHT SCHEDULE

No practices or school events scheduled after 6:00 p.m. on Wednesdays will be mandatory for students to attend, except in cases involving extenuating circumstances.

STUDENT CONDUCT

The Pine Island School District is committed to providing a learning environment that is both safe and welcoming for all students. In order to maintain this environment, students must be aware of both their rights and responsibilities. The Student Discipline Policy has been developed to ensure that all students know the expectations placed on them as members of the Pine Island school community, to promote a clear understanding of school discipline policies and procedures, and to foster fair and consistent treatment of all students.

STUDENT EXPECTATIONS

Respect School Personnel

- Listen.
- Follow directions promptly.
- Accept responsibility for your own actions.

Respect the Rights of Others

- Listen when others are talking.
- Respect the opinions, point of view and feelings of others.
- Use appropriate voice tone, language, and actions.
- Display appropriate personal appearance.

Respect Property

- Protect and take care of school property.
- Respect the property of others.

Demonstrate Appropriate Social Skills

- Learn how to handle conflicts appropriately.
- Display acceptable behavior in all areas of the school including the hallways, cafeteria, assemblies, and special events and sports events.
- Demonstrate courtesy and respect when interacting with others.

Display a Concern for Learning

- Accept responsibility for your own learning.
- Be an active and cooperative learner.
- Demonstrate behavior that does not interfere with the learning of others.
- Meet or exceed class requirements.

Be Prompt and Prepared

- Be on time to all classes.

- Demonstrate that you are ready to learn by being in your seat, quiet, and ready for instructions from your teacher.
- Have appropriate materials and equipment such as books, workbooks, notebooks, pencils, pens, etc.

STUDENT DISCIPLINE PROCEDURES

Student Behavior

The following behaviors are considered unacceptable:

- Disrespect to staff members, including, but not limited to:
 - Talking when the teacher is talking.
 - Failure to listen to directions.
 - Defiance or arguing with the teacher.
 - Refusing to follow directions.
 - Interrupting the teacher or other students.
 - Shouting or yelling to get the teacher's attention.
 - Lying.
- Behaviors which are disrespectful of others, including, but not limited to:
 - Swearing.
 - Use of inappropriate gestures including sexual or gang-related signs or gestures.
 - Harassment of any kind, including racial, sexual, or physical harassment.
 - ** See appendix for District Harassment Policy.
 - Taking money or objects which do not belong to you, i.e. stealing.
 - Shoving or hitting other people.
 - Threatening other people.
 - Hazing
 - ** See appendix for District Hazing Policy
- Behaviors which are disruptive to the educational process, including, but not limited to:
 - Skipping classes.
 - Leaving school without permission.
 - Forging parent notes or permission slips.
 - Use of tobacco products on school grounds, at school-sponsored events, or within a distance of 300 feet or one city block, whichever distance is greater, beyond school district property. See tobacco policy.
 - Use, possession, or being under the influence of alcohol, or other controlled substances while on school grounds or at a school-sponsored event.
 - Violation of the school dress policy.
 - Behaviors which are disrespectful of school property, school buildings, or equipment including, but not limited to:
 - Intentionally damaging any part of the school building or property.
 - Littering.
 - Eating lunches in any area of the school other than designated areas without permission.
 - Behaviors that violate school policies or procedures, including, but not limited to:
 - Failure to report to detention when assigned.
 - Failure to report to Saturday school when assigned.
 - Violation of a student contract.
 - Violation of the district internet policy.
 - ** See appendix for District Internet Policy.
 - Gambling while on school grounds or at a school event.
 - Public displays of affection.
 - Behaviors which present a threat to the safety of other students or staff, including, but not limited to:
 - Student possession of laser pens, pointers, butane lighters, *fireworks*, or other devices which the administration determines may pose a safety concern.
 - Student possession of any object which could be used as or considered to be a weapon.

Individual Classroom Behavior Management

The classroom teacher is the first line of authority in the school. Teachers shall have the responsibility of attempting to modify disruptive or inappropriate behavior that occurs in their classroom by discussing the behavior with the student and informing the parent of the behavior that is taking place in class before referral is made to the dean of students. Teacher interventions may include, but are not limited to:

- Teacher-student conferences
- Parent conferences

- Assignment of appropriate consequences
- Use of positive reinforcement
- Referral to the dean of students

Referral to administration will take place when teachers or other school personnel feel that their attempts to modify disruptive student behavior have not been successful. A call/email made/sent by administration to a parent about a disruptive behavior should not be a surprise to the parents. Students or parents may also refer concerns regarding discipline directly to the principal. In all instances, teachers or school personnel should provide written documentation regarding the behavior incident and any interventions attempted. Administration will investigate the misconduct and interview any other students if deemed necessary.

If administration determines that disciplinary procedures are necessary, action will be taken including, but not limited to, any combination of the following:

Telephone call or written communication to parent/guardian.

- Reprimand.
- Assignment to detention.
- Assignment to Saturday school.
- Student contract set up.
- Referral to counselor.
- Parent/guardian conference.
- Teacher conference.
- Student placed on work detail.
- Assignment of written report or apology.
- Restricted privileges.
- Revised class schedule.
- Removal from class.
- Referral to Student Assistance Team.
- Referral to community resources.
- Referral to Student Support Team.
- In-school suspension.
- Out-of-school suspension.
- No Trespass notice issued.
- Revocation of bus privileges.
- Assignment to work service or restitution.
- Referral to School Board Discipline Review Committee.
- Recommendation to the School Board for expulsion.
- Referral to law enforcement.
- Other disciplinary actions deemed fair and reasonable.

Repeat or multiple offenders

- Students who are repeat or multiple offenders will be expected to serve assigned consequences. Students may be excluded or expelled for being insubordinate and not following directions and expectations.

Recommendation for alternative educational program or change of placement.

The administrator will recommend that an alternative educational program or change of placement be considered or required when a student's behavior meets one of more of the following criteria:

- The student's behavior continues to be disruptive to the educational process after referral to and intervention by administration and/or student support services personnel.
- The student refuses to follow the rules and regulations provided in student handbook.

Recommendation for expulsion.

The administrator may recommend that the Board of Education expel any student whose behavior meets one or more of the following criteria:

- The student is in possession of a weapon on school grounds or at a school-sponsored event.
- The student's behavior threatens the safety of other students or staff members.
- The student meets the criteria for expulsion as indicated in any district policy or procedure.
- Students who meet the above criteria and who qualify for special education services will be referred to the IEP team for consideration of change of placement.

Student Appearance

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

- Appropriate clothing includes, but is not limited to, the following:
 - Clothing appropriate for the weather.
 - Clothing that does not create a health or safety hazard.
 - Clothing appropriate for the activity(i.e., physical education or the classroom).
- Inappropriate clothing includes, but is not limited to, the following:
 - "Short shorts", skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 - Clothing bearing a message that is lewd, vulgar, or obscene.
 - Apparel promoting products or activities that are illegal for use by minors.
 - Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in PI 413 Harassment and Violence.
 - Any apparel or footwear that would damage school property.

When, in the judgement of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

Cheating

Students may not copy other students' assignments or allow their own work to be copied.

Cheating on tests or quizzes will be determined by the classroom teacher. The teacher will assign appropriate academic penalties in the classroom and may refer the student in question to the principal or dean of students for assignment of additional consequences.

Plagiarism on written assignments will be determined by the classroom teacher. The teacher will assign appropriate academic penalties in the classroom and may refer the student in question to the principal or dean of students for assignment of additional consequences.

Chemical Use

Illegal Drugs and Alcohol

Use of illegal drugs and alcohol by minors is both illegal and harmful. No student shall knowingly use, consume, buy, sell, possess, handle, transport, or be under the influence of any controlled or mood altering substance on school property, or at school activities, functions or events. Controlled substances include alcohol, marijuana, hallucinogenic drugs, amphetamines, narcotic drugs, barbiturates, or other mood-altering substances. Prohibited conduct includes handling, transporting, or having on the student's person, in the locker, or vehicle of the student, any controlled substance, drug paraphernalia, or any mood altering substance.

Procedural Guidelines for Student Chemical Use Issues

I. PURPOSE

This document is meant to help Pine Island Schools deal with students who may be experiencing problems related to chemical and their use. Our foremost concern is the health and safety of the students, school and the community.

II. DEFINITIONS

A. The use, possession, sale, or transfer of tobacco, alcohol, toxic, simulated and/or controlled substances or associated paraphernalia in school, on school transportation, at school-sponsored events, or in any other school-related location is prohibited.

B. Chemicals include, but not limited to:

1. **Alcohol** includes any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor.
2. **Tobacco** means cigarettes, electronic cigarettes and accessories (tobacco and other), cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, cavendish, plug and twist tobacco, fine cut and other chewing tobacco, shorts, refuse scraps, clippings, cuttings and sweepings to tobacco, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.

3. **Drugs:**

a. Controlled substances include: narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, cannabis (marijuana), anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues, "look alike"/simulated/synthetic drugs, over-the-counter medications and any mind/body altering substances/chemicals.

b. Toxic substances include glue, cement, aerosol paint, or, for purposes of this policy, any substance that causes involvement of the central nervous system.

C. School District Location includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or functions, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

D. Chemical use is defined as drinking, sniffing, smoking, swallowing, chewing ingesting, injecting or otherwise absorbing into the body, chemicals as defined in this policy. Chemical use also includes being under the influence of chemicals.

E. Provider is any person selling drugs or providing drugs for other persons whether money is involved or not.

*Minnesota Drug-free Law - MN State Statute §152.01.

F. Consumption is any ingestion of any chemical in any form; being under the influence of any chemical.

G. Being under the influence means having ingested or otherwise introduced chemical substances into one's bodily system to an extent that physical and mental processes are impaired and there is discernible evidence of such symptoms as problems with coordination and balance, slurred speech, irrational behavior, glassy eyes, odors, profuse sweating, or the like that is not attributable to other causes.

H. Chemical abuse means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that normal functioning in academic, school, social activities, or the workplace is chronically impaired.

I. Possess means to bring any chemical into a school, on school grounds, or to a school activity; to have chemicals on one's person, among one's belongings or under one's control while in school, on school grounds, or to a school activity; to have chemicals on one's person, among one's belongings or under one's control while in school, on school grounds, on school transportation, or at a school sponsored activity, regardless of whether the person was then aware of the possession.

J. Drug paraphernalia means all equipment, products, and materials of any kind, except those items used in conjunction with permitted uses of controlled substances, which are knowingly or intentionally used primarily in (1) manufacturing a controlled substance, (2) injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, (3) testing the strength, effectiveness, or purity of a controlled substance, or (4) enhancing the effect of a controlled substance.

K. Chemical use pre-assessment means the gathering of observable information (i.e., attendance, discipline records, behaviors of concern) from parents, school staff, supervisors, and/or the student or employee for the purpose of determining if the pre-assessment team will recommend to the student and parent(s) that a formal chemical use test and/or assessment/evaluation be obtained from a health professional.

L. Chemical use test means the technology (i.e., breathalyzer for alcohol consumption, urinalysis for a number of substances) to determine if the consumption of a substance has occurred.

M. Chemical use assessment/evaluation means a Rule 25 Chemical Use Assessment as defined by state statute.

III. PROCEDURES

Chemical Violation at School: The following actions may occur when a student 1) is suspected of using or possessing alcohol or other drugs or paraphernalia during school hours, on school buses, on school grounds or at school sponsored

events/activities or has 2) distributed or intended to distribute chemicals at school, on school grounds, on school buses, or at school activities/events:

1. Student will be escorted to the office by school staff to be assessed by at least 1 trained CHAT member and 1 school personnel to determine if the student has used anything that day either before school or while in school.
2. Physical health assessment performed by school nurse or qualified staff (blood pressure, pulse, temperature, pupils – dilated or constricted, lack of convergence, etc)
3. Referral to law enforcement and appropriate authorities as necessary.
4. Based upon reasonable suspicion, a search by administration may be conducted of the student's person, effects, locker, vehicle, or areas within the student's control in accordance with school board policies regarding search and seizure
5. Notification to parent/guardian for student conference or removal from school and as needed referral to chemical health resources.
6. Following a team meeting, appropriate administrative actions are taken.
7. Notification to appropriate personnel responsible for implementing Minnesota State High School League rules.
8. Referral to School Pre-Assessment Team (i.e. Student Assessment Team /Student Support Team, etc., Chemical Health Assessment Team-CHAT)
9. Upon completion of administrative action, a meeting may be held with the parents/guardian and student.

Consequences: The following consequences may occur if it is determined that the student 1) is suspected of using or possessing alcohol or other drugs or paraphernalia during school hours, on school buses, on school grounds or at school sponsored events/activities or has 2) distributed or intended to distribute chemicals at school, on school grounds, on school buses, or at school activities/events:

Offense	<u>Drugs, Alcohol and Tobacco</u> Minimum number of days of in school/alternative to suspension (recommended) or out of school suspension	Pre-assessment with Social Worker/ Counselor	Principal or designee may bring forward a recommendation for expulsion.
First	1 to 3 days	Yes	Yes
Second	3 to 5 days	Yes	Yes
Third +	Ten consecutive days	Yes	Yes
Distribution /Intent To Distribute	Minimum of five consecutive days	Yes	Yes

NOTE: *Circumstances may warrant a departure from the consequences stated above.*

Chemical Violation in the Community (Law Enforcement Citation):

When a student is cited by a law enforcement official for a chemical violation, schools (by law) are to receive notice of the citation within 10 days of issuance. Once the school has been notified, it has up to 45 days to convene a meeting of their Pre-Assessment Team, complete a pre-assessment, and make appropriate referrals/recommendations. Copies of the citation will be given to all appropriate school administration. When a student receives a law enforcement citation including any in-school or community violations the following actions may occur:

1. Student conference with school district personnel.
2. Parent contact and/or parent and student conference.
3. Recommendation for Chemical Health resources.
4. Recommendation or referral to Pre-Assessment Team (i.e. Student Assessment Team /Student Support Team, etc.)
5. Notification to appropriate personnel of Minnesota State High School League rules including suspension or other sanctions for sports or extracurricular activities.

ACTIVITY PROGRAM

ELIGIBILITY AND TRAINING RULES

As a member of the Minnesota State High School League, Pine Island High School and the students who represent the school are governed by all eligibility and training rules as prescribed in the Official Handbook. These regulations apply to all activities, and are for ALL STUDENTS REGARDLESS OF AGE.

Conduct Unbecoming an Athlete / Competitor – Good Standing

The expectations of a student whom will represent our school by participating in an extracurricular activity whether it is an academic or an athletic program are higher than for those not involved in extracurricular activities. Participation in these activities is a privilege, not a right to all students. Both parents and students need to understand that as a representative of our school in competitive and performance programs we expect them to exhibit model behavior both in and out of school. When a student has been found to be in violation of the district expectations, consequences will be enforced as appropriate.

Definition: The term “Good Standing” shall mean that the student is eligible under all of the conditions and eligibility requirements of the Minnesota State High School League as well as the eligibility requirements of Pine Island Public Schools as determined by the appropriate building level Principal.

Conduct Unbecoming an Athlete / Competitor

Category I and II Programs and school sponsored events

If the violation is a violation of the Minnesota State High School League (MSHSL) rules (Bylaw206) and the activity the student is involved in is a MSHSL activity, the penalty will follow MSHSL rules. If the activity is not a MSHSL activity, the penalty may follow MSHSL rules or follow the options listed below. The High School Principal has the final say of the consequence.

- A student may lose the “Good Standing” status if they violate school policies, state laws, or Federal laws. Determining the violation and the consequence will be at the discretion of the High School Principal. Examples of behaviors or violations that may cause the student to lose the good standing status are listed below. This list is not complete.

- Chronic misbehavior
- Vandalism
- Insubordination
- Truancy
- Harassment
- Theft
- Assault
- Others as determined by the Principal

Consequences for violating the above listed policies and laws may vary and will most likely impact the extracurricular activity in which the student participates. The consequences may include suspensions from participating in special school events, performances, games, specific number of weeks, percentage of competitions, or seasons depending on the severity of the infraction and the quantity of minor infractions the student has accumulated. This determination will be made at the discretion of the High School Principal.

1. SCHOLARSHIP: It is the philosophy of Independent School District #255 to be concerned with the progress of all students in the school whether or not they are out for activities. Report cards, student progress slips, parent-teacher conferences, teacher, counselor and principal conferences with students are all methods of dealing with student progress.

2. ACADEMIC ELIGIBILITY: Students must be making adequate progress towards graduation. If a student is not making adequate progress they may jeopardize their opportunity to participate in extracurricular activities of both category I (Governed by MSHSL) and Category II (Non-MSHSL governed) activities. Eligibility will be determined by the “F” list from the most recent quarter (1, 2, 3, and 4) as follows.

- One failure (F) : Student will maintain eligibility but must attend PASS program for remainder of the quarter, 2 times per week. If the student does not attend PASS 2 times per week they will lose their eligibility for a period 2 weeks.
- 2 – 3 Failures (F’s): Student will be ineligible for their next 2 weeks of competition and must attend the PASS program 2 times per week to maintain eligibility after the two week non-competition period. Student must attend PASS for the next 2 quarters. If the student does not attend PASS 2 times per week they will lose their eligibility until they return to PASS and serve another 2 week suspension from competition.

- 4 or more Failures (F's): Student will be ineligible for the number of weeks of competition equal to the number of F's received. Example: A student with 5 F's would not be allowed to compete for 5 weeks. Student must attend PASS twice a week for the next 2 quarters. If the student does not attend PASS 2 times per week they will lose their eligibility until they return to PASS and serve another 2 week suspension from competition.

If the student attends summer school and makes up for a class they failed, their eligibility will be reduced to match the number of F's now on record. Example: if the student had 2 F's and they make up one class over the summer, they will now serve at the level for one F. Registration for summer school does not make the student eligible if they are in a spring sport that goes into the summer. It is important to note that not all courses will be offered in the summer for students to retake. Students are expected to be attending practice and all team activities during any period of suspension.

3. TOBACCO AND MOOD ALTERING CHEMICALS: A student shall not use, consume, buy, sell, have in his/her possession, or give away drugs, including mood-altering chemicals, tobacco products, or beverages containing alcohol (regardless of quantity), on school grounds or at any school sponsored activity. A student shall not attend school or any school activity under the influence of alcohol, illegal drugs, or mood-altering chemicals.

Students may use prescription medications prescribed by a physician, or over-the-counter medication authorized by a parent (i.e. Tylenol), as long as that use is in compliance with the district's Medical Policy guidelines.

Students who violate these rules shall receive counseling from an acceptable agency or professionally competent person such as a medical doctor, psychiatrist, psychologist, drug counselor or school counselor.

Observed violations of the above alcohol rules must be submitted to the administration in writing, on a form to be provided, within 10 days of the date of the violation.

Minnesota Statute 121A.28 requires that as of August 1, 1988, law enforcement agencies report drug or alcohol related violations occurring in their jurisdiction to the school district where the involved student/s attend school. Reported violations from law enforcement will affect a student's participation in extra-curricular activities which fall under the guidelines of the Minnesota State High School League.

Category II ineligibility can be fulfilled by Category I eligibility restoration but not vice-versa.

4. SEXUAL, RELIGIOUS, AND RACIAL HARASSMENT and BULLYING: During the school year, a student shall not violate the religious, racial and sexual harassment and violence policies of the Pine Island High School nor the Minnesota State High School League.

*These penalties shall apply as MSHSL penalties where relevant. If a 7th or 8th grade student competes on a "B" team, junior varsity team, or varsity team, his or her penalties shall accumulate through 12th grade.

Students who are repeatedly disciplined or talked to about bullying will be considered insubordinate and the student may be excluded or expelled for non-compliance.

5. SEXUAL, RELIGIOUS, AND RACIAL VIOLENCE: Students determined to be guilty of the violation of sexual violence rules shall lose eligibility to participate in Minnesota State High School League sponsored activities for the next twelve calendar months.

Students who violate these rules are also subject to other consequences (for violations of the school's code of behavior) as identified by school officials.

6. GENERAL COMPLAINT AND INCIDENT Form (GCIB Form): Any student who feels that they have been wronged should ask any adult, teacher, para, counselor, officer, or administrator for a GCIB form to fill out with the information concerning the wrong doing. The form should be turned into the same adult to be addressed by the counselor, administrator, or law enforcement to investigate.

7. BULLYING – complete policy is available on the website and posted in the office

Bullying episodes must be filed using the incident form available online.

Bullying will not be tolerated at any time at Pine Island Schools. Students violating the District Bullying Policy will be disciplined according to the building discipline policy.

Bullying is harmful, and not an acceptable childhood experience. It is not "a rite of passage," "character building," or a "stage" kids go through. If you see it happen or know of it, you should take action to try and stop it. Bullying is repeated behavior directed at one person or group of people and displays an imbalance of power. Bullying is repeated action that disrupts a student from their ability to participate in regular school activities and includes a range of behaviors:

Emotional-exclusion, stalking

Physical-pushing, shoving, hitting, beating

Sexual-remarks about sexual preference, body, activities, spreading rumors, or hitting, grabbing, pulling or punching body parts or clothes

Words-racial and sexual slurs, remarks about body, mind, name, glasses, family, language, religion, socioeconomic status, etc

Pine Island School Eligibility Guidelines

Participation in School activities is dependent on your eligibility.

The Pine Island School District follows the Minnesota State High School League guidelines for students to be eligible to participate in either Category I or II activities. Bylaw 205.

1. ATTENDANCE: Members of any extra-curricular activity are expected to be at every practice or activities session unless they are absent due to illness or are excused in advance. Participants who violate school attendance regulations are subject to temporary suspension from participating. Any student who is absent from school for more than 1/2 day will not be allowed to participate in an activity after school that day unless participation has been approved by the principal for extenuating circumstances. Likewise, a student participating in an activity is expected to be in school that next morning at the start of the school day.

2. ACTIVITY POLICY: All activity directors and coaches will have rules which will be specific to that sport or activity.

3. TRANSPORTATION: All members of extra-curricular groups attending games, contests, and school sponsored activities out of town are required to ride to and from these events in the school bus or in the mode of transportation provided by the school unless arrangements have been made between the student's parents and the coach or director involved.

4. AWARDS: All letters and award qualifications are set by the activity director or head coach of that respective activity. Check with these people for further information.

5. INSURANCE: Students must provide their own insurance coverage.

6. ATHLETICS: Students participating in athletics must complete and return an eligibility rule sheet and a physical examination slip, if needed, prior to participating in athletic activities. Physical examination slips are valid for three years. The cost of physicals is the responsibility of the parents.

1. EXTRACURRICULAR STUDENT CONDUCT: Students who participate in Pine Island extracurricular activities are expected to be good examples of the high expectations that Pine Island prides itself on. Misbehaviors and inappropriate actions will be dealt with severely. The consequence may be equal to or similar to the consequence for using mood-altering chemicals. It is important that both students and parents understand that participation in extracurricular activities is a privilege and not a right.

EXTRACURRICULAR ACTIVITIES

We are very proud of the wide variety of activities provided for students of Pine Island High School. Each student is strongly urged to take part in some phase of the Activity Program. You will gain many things, including friendship and sportsmanship that will be long lasting. We feel we have excellent facilities, and a fine instructional staff, a very interested administration and faculty, and an active student body. Take advantage of the activities offered.

The Activities Program will include the following. This may not be a complete list:

Sports Programs	One Act Play	Destination Imagination	Art Scream
DECA	Student Council	Pep Band	FFA
FCCLA	Academic Triathlon	Jazz Strings	S.A.D.D.
Math League	Vocal Music	Culture Club	Instrumental Music
Peer Helpers	Minnesota Honor Society	Roots and Shoots	Drama
Speech	Civics Club	Mock Trial	School Musical
Cheerleading	Bowling	Trapshooting	Drumline

SPORTSMANSHIP

Code of Conduct

- * Respect the property of others
- * Respect the judgment of the coach and game official
- * Avoid unsportsmanlike gestures or language

* Recognize and appreciate a good play no matter who makes it

At all times, students should display good sportsmanship while attending athletic contests. Booing, heckling, rude gestures and disrespectful behavior are not a true representation of the Pine Island student body, nor will they help our team onto victory. It usually helps to hinder our chances to win, and above all it tarnishes the feeling that other schools and fans have of Pine Island High School. It is important to remember that as fans you are there to cheer positively for your own team and not against your opponents.

Policies:

The following policies should be of interest to students and parents. Please locate the policies online at www.pineisland.k12.mn.us. You can view the all policies and current or updated policies at this site under The District tab, then drop down to District Policies.

Policy:

- Chemical Use and Abuse – Students and Staff
- School Weapons Policy
- Search of Student Lockers, Desks, Personal Possessions, and Student’s Person
- Student Attendance
- Student Dress and Appearance
- Distribution of Non-school-sponsored Materials on School Premises by Students and Employees
- Student Discipline
- Notice of Suspension Form
- Student Fundraising
- Bullying Prohibition
- Student Medication
- Student Disability Nondiscrimination
- Internet Acceptable Use and Safety
- Hazing Prohibition
- Student Use of Parking of Motor Vehicles, patrols, inspections, and searches.
- Pledge of Allegiance
- Graduation Requirements
- Advertising Policy