

Lake Park Audubon High School

Home of the “Raiders”



Student Rights & Responsibilities Handbook

2024-25

Lake Park Audubon High School

ISD 2889

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Dear Students and Parents/Guardians,

Welcome to Lake Park Audubon High School and the 2024-25 School Year!

We are excited to embark on another year of learning, growth, and achievement together. Our focus as a school is to provide opportunities for all students to succeed, and we are dedicated to creating an environment where every student can thrive.

Your involvement and support are vital components in accomplishing the mission of the Lake Park Audubon School District 2889. With students, parents/guardians, and school staff working together, we will make this an outstanding year.

To help you be successful, this handbook has been prepared as a reference for understanding LPA expectations and policies. It is important that you become familiar with the procedures and regulations that govern the school. All students are required to abide by the Rights and Responsibilities Handbook. Some rules are condensed in this handbook; however, complete policies are available on the district website.

Students and parents/guardians, please take time to read and discuss the Student & Parent/Guardian Handbook and keep it handy for future reference. By staying informed and engaged, you can help ensure a smooth and successful school year.

We look forward to working with you to create a positive and productive educational experience at Lake Park Audubon High School.

Best regards,

Mr. Arthur Meyer
High School Principal
ameyer@lpa.k12.mn.us

Mrs. Lori Zick
Middle School Principal
lzick@lpa.k12.mn.us

2023-2028 LPA Strategic Plan~Click on Link [Strategic Plan](#)

Mission

Lake Park Audubon School District inspires, challenges, and supports all learners in their growth and success in life.

Vision Statement

LPA aspires to educate learners in a positive, supportive, and innovative environment equipping them with the tools and knowledge to succeed in their futures. Our vision is to create productive citizens who will go out into the world and their communities to effect positive change.

This handbook and its contents were approved by the Lake Park Audubon School Board of Education at the August 26, 2024 Board meeting. Several of the policies in the student handbook are condensed. The handbook may be changed or amended anytime during the school year. Updated handbooks with changes will be posted on the District website. If you have any questions about a provision, contact the principal. All students at Lake Park Audubon High School will be provided access to handbooks when they begin attending school each year.

SCHOOL RESPONSIBILITY AND AUTHORITY

All employees and students of Lake Park Audubon School have the responsibility to enforce school regulations. The principal, teachers, office personnel, cooks, bus drivers, student supervisors, paraprofessionals, custodians and fellow students have the right and responsibility to correct those who violate school rules.

SCHOOL TELEPHONE DIRECTORY

Main Line 218-325-0754
Bus Garage & Transportation Director 218-238-5657

BOARD OF EDUCATION

Becky Mitchell, Chair	Mark Johnson, Vice Chair	Brian Bestge, Treasurer	Marge Beaudine, Clerk
Susan DeBlieck, Member	Paul Danda, Member		

DISTRICT CHAIN OF COMMAND~ [Chain of Communication](#)

SCHOOL DAY

Warning Bell at 8:25 a.m. School starts at 8:25 a.m. and dismisses at 3:20 p.m. Classes are 47 minutes long and are followed by a 4-minute passing period. You are tardy to class if you are not in the classroom when the bell rings.

ANNOUNCEMENTS

Announcements posted on the website and emailed to school email accounts daily. The announcements will originate in the high school office. Student written announcements must have the approval of the advisor of the specific activity. Reading the announcements is the responsibility of each student. Each post-secondary options student must make his/her own arrangements for keeping informed of high school activities and announcements.

ASSEMBLIES AND PEP FESTS

Assemblies are held for the benefit of students, and therefore, require full participation of all students. Students contribute to the success of assembly programs by being on time and taking assigned seats promptly, showing appreciation and consideration by being attentive and applauding with vigor and pep, not with prolonged applause, whistling, stomping, booing, or other rowdy behavior.

Each head coach may request two pep fests per season. A meeting of the advisor, the coach and the athletic director will set the dates and times. Additional pep fests may be scheduled for tournament play.

BEVERAGES & FOOD

Beverages and food items are permissible as long as they do not cause a problem and garbage is disposed of properly. Students will be responsible for any and all cleanup of spilled food and beverages.

CHANGE OF INFORMATION

Parents are asked to keep the school office informed of changes in address, telephone numbers, and emergency information. This is extremely important so that we are able to contact parents in case of illness or an emergency. Change of information can be completed online through Synergy portal.

2024-25 Calendar

Fall Activities Orientation for Grades 7-12	August 5
Professional Development	August 21-August 29
Open House	August 29
Labor Day- No School	September 2
First Day of School	September 3
High School P/T Conference	October 14
Education Minnesota- No School	October 17-18
Mid-Term Semester 1	November 1
Elementary P/T Conferences	November 12 & 14
Students Dismiss at 1:30 – Thanksgiving	November 27
Thanksgiving Break – No School	November 28-29
High School P/T Conferences	December 2
Winter Break	December 23-January 1
School reconvenes after Winter Break	January 2
End of Semester 1	January 17
Professional Development-No School	February 3
Elementary P/T Conferences	February 18 & 20
High School P/T Conferences	February 24
Professional Development – No School	March 12
Spring Break	March 13-14
Mid-Term Semester 2	March 21
High School P/T Conferences	April 14
No School/Easter Break	April 18-21
Graduation	May 17
Last Day of School	May 22
Professional Development – No School	May 23
Memorial Day	May 26

2024-2025 CLASS PERIOD SCHEDULE

Regular Class Schedule

High School

Middle School

<u>Period</u>	<u>Starts</u>	<u>Ends</u>	<u>Period</u>	<u>Starts</u>	<u>Ends</u>
Warning Tone	8:20		Warning Tone	8:20	
1 st	8:25	9:12	Core 1	8:25	9:15
2 nd	9:16	10:03	Core 2	9:18	10:03
3 rd	10:07	10:54	Elective	10:07	10:47
4 th	10:58	11:45	Advisory	10:50	11:09
5A (9-10) Lunch	11:45	12:10	Lunch	11:09	11:29
5A (9-10) Class	12:14	1:01	Music/Leadership	11:33	12:13
5B (11-12) Class	11:49	12:36	Core 3	12:17	1:01
5B (11-12) Lunch	12:36	1:01	Core 4	1:04	1:48
6 th	1:05	1:52	Core 5	1:51	2:35
7 th	1:56	2:43	Studio	2:38	3:20
8 th (Raider Time)	2:47	3:20			

** Students will be dismissed at 3:18 to collect their cell phones**

1:30 Dismissal Schedule (No Raider Time)

High School

Middle School

<u>Period</u>	<u>Starts</u>	<u>Ends</u>	<u>Period</u>	<u>Starts</u>	<u>Ends</u>
Warning Tone	8:20		Warning Tone	8:20	
1 st	8:25	9:03	Core 1	8:25	9:03
2 nd	9:07	9:43	Core 2	9:07	9:43
3 rd	9:47	10:23	Elective	9:47	10:23
4 th	10:27	11:03	Music/Leadership	10:27	11:03
5 th	11:07	11:43	Lunch	11:03	11:28
6A (9-10) Lunch	11:43	12:08	Core 3	11:32	12:08
6A (9-10) Class	12:12	12:48	Core 4	12:11	12:48
6B (11-12) Class	11:47	12:23	Core 5	12:51	1:30
6B (11-12) Lunch	12:23	2:48			
7 th	12:52	1:30			

** Students will be dismissed at 1:28 to collect their cell phones**

Two-Hour Late Start Schedule(No Raider Time)

High School

<u>Period</u>	<u>Starts</u>	<u>Ends</u>
Warning Tone	10:20	
1st Hour	10:25	11:00
2nd Hour	11:04	11:39
3rd Hour	11:43	12:18
4A (9) Lunch	12:18	12:43
4A 9 Class	12:47	1:22
4B (10-12) Class	12:22	12:57
4B (10-12) Lunch	12:57	1:22
5th	1:26	2:01
6th	2:05	2:40
7th Hour	2:44	3:20

Middle School

<u>Period</u>	<u>Starts</u>	<u>Ends</u>
Warning Tone	10:20	
Core 1	10:25	11:02
Music/Leadership	11:06	11:41
Elective	11:45	12:20
Lunch	12:20	12:45
Core 2	12:49	1:24
Core 3	1:27	2:02
Core 4	2:05	2:40
Core 5	2:43	3:20

** Students will be dismissed at 3:18 to collect their cell phones**

SCHEDULE CHANGES

Students may drop and add courses for the upcoming semester before the beginning of the next semester as well as make schedule changes on the first two days of the new semester. All schedule changes must be approved by the counselor and should be made for the following reasons: (1) a change in career goals, (2) to meet graduation requirements, and (3) teacher recommendation.

No "drops" or "adds" will be allowed after the second day of the semester except in cases to be determined by the teacher(s) involved, the student and/or parent making the request, and the counselor.

CLASSROOM EXPECTATIONS AND GUIDELINES

The teacher will post classroom expectations at the beginning of the semester/year. Academic dishonesty will be addressed by each teacher, which may result in loss of credit for the academic task(s) in question.

COUNSELING SERVICES

The school has a full-time counselor who is available every day. Students can meet individually, in small groups, or in the classroom. Contact the counselor's office for more information.

ATTENDANCE

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the student's future. The purpose of this policy is to encourage regular school attendance and is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teachers, and administrators. This policy will assist students in attending class regularly. In addition, parents and students must be aware that Lake Park Audubon High School is held responsible under the MDE and Becker County for our attendance and graduation rate.

General Statement of Policy - Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request and complete any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is the teacher's responsibility to provide any student who has been absent with any missed assignment upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Excused Absences

To be considered an excused absence, the student's parent or legal guardian will need to provide, in writing, phone call, or email sent to the attendance email- hs_attendance@lpa.k12.mn.us the reason for the student's absence from school. The following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student – Absences of 3 or more consecutive days ill will not be considered excused without a note from a doctor
2. Serious illness or death of a member of the student's immediate family. Immediate family includes parents, siblings, and grandparents
3. Serious illness or death of a member of the student's family or close family friend
4. Medical, dental, driving tests, court, and counselor appointments
5. School sponsored activities
6. Post-Secondary Visits, which have been Pre-Approved by the office
7. Work to help parents only when necessary, as long as the student has a good attendance record. Administration reserves the right to determine what "good attendance" is.
8. Severe weather conditions, according to the merits of the case
9. Family Vacations
10. Religious Instruction

***Please make arrangements with the teacher(s) for all pre-planned absences, especially family vacations and school sponsored activities.

****All slips must be turned in to the school office within 4 school days of the appointment. The student's name, date and time of appointment, and location are required. Slips turned in afterward will no longer be accepted.

*****Excused absences do not necessarily excuse students from the Multiple Absences Attendance Policy (see below)

Unexcused Absences

Although unexcused absenteeism is at the discretion of the Appeals Committee, the following reasons are not valid reasons to miss school and should be used by parents and students as guidelines:

1. Truancy – skipping school or leaving the building without authorization.
2. Tardiness of more than 5 minutes of a class period. Students that sign in to the office prior to the 5 minutes will be counted tardy. Anything more than 5 minutes will be considered unexcused.
3. Oversleeping or resting. This includes days after returning from any excused or unexcused absence.
4. Missing the school bus.
5. Absences not communicated to the school by a parent/guardian by the end of the school day.

Truancy and Unexcused Absences

Absences from school without parent, guardian, or school permission are considered truancy. The violation will result in the assignment of detention or suspension. When a student reaches seven (7) unexcused absences, students under the age of 18 will be reported to the Becker County Attorneys and Becker County Family Services. Lake Park Audubon will follow the Becker County Attendance Policy. Students under the age of 18 will be classified as being Habitually Truant unless lawfully withdrawn from school.

Attendance Appeal Process

Students should never miss more than 10 periods of any class during the course of the semester. If more than ten absences occur, excused and unexcused combined, the student will be required to make up time missed hour for hour. This will be done either before or after the 8:25-3:30 school day or with an agreement with the educator on extra work. Students who have missed more than 10 periods of any class during the course of the semester will receive an incomplete grade and have two weeks after the grading period to make up the time. Any student who has not made up the time during that time period will receive an "NP" as a grade. Students may appeal to the Superintendent to receive credit for the class.

Field Trips/Class Trips

If a student/parent voluntarily chooses to not attend a field trip, the student is still expected to attend school during the duration of the field trip. If a child is absent, he or she will be given an unexcused absence(s) and may place their grades/eligibility in jeopardy, under the Multiply Absences – Attendance Policy below. Repeated truancy may result in loss of trip privilege. Six or more unexcused or a combination of 11 excused/unexcused absences per semester are grounds to deny eligibility for class trips. For any field trip related to a particular class, students must be enrolled in the Lake Park Audubon District to be eligible.

A winter activity day, tied to phy-ed, health, and/or academic curriculum will be planned for students who meet eligibility requirements which include, but are not limited to academics, attendance, and behavior expectations.

Tardies

Tardiness to school or class is discouraged. In effort to reduce the incidents of tardiness, the following guidelines will govern the consequences of this behavior.

- Students are allowed 1 tardy per class during a quarter with no consequence.
- Students who exceed 1 tardy per class per quarter will be assigned detention by the teacher. (1 detention for EACH tardy beyond 1)
- Definition of tardy – Being less than five (5) minutes late to class.
- Students with excessive tardies (3 or more assigned detentions) will be dealt with on an individual basis with consequences which will include Saturday School and or grade reduction.

Make-Up Slips

- Students who have been absent must have their parents/guardians call the school the day they are absent.
- All students are required to obtain a make-up slip from the office or be marked tardy.
- Presenting the office with a fake or forged note will result in detention or suspension.
- Students and Parents are reminded that although a parent note gives a reason for the absence, it may still be considered an unexcused absence.

Leaving the School Building

Students who need to leave the school any time during the course of the school day must secure permission from the principal or his designate. When leaving the building, parents/guardians/students must complete the following:

1. A parent/guardian must notify the school the student is to leave.
2. The student or the parent/guardian must “sign out” in the High School Office
3. The student is responsible for attaining and turning in any verification needed
4. Students must return to school in timely manner to class
5. The student or the parent/guardian must “sign in” in the High School Office

Extracurricular and Co-Curricular Participation (Attendance the day of the event)

The student must be present for the full day in order to participate in an event or practice. Students must arrive at school and in class at the beginning of 1st period. If the student is late or misses class, the student must come with an excused absence. In the event of an unexcused tardy, school administration will look at attendance history for a pattern of 3 or more absences/tardies within the given semester. Administration reserves the right to deny or allow participation in the extra/co-curricular event based on this history and pattern of behavior. Any student suspended out of school or removed from class (i.e. in-school suspension or for a reason not following the discipline policy) will not be allowed to attend extracurricular or co-curricular activities the day of each suspension/removal. In case of emergency situations or special specific circumstances, student participation will be considered by the administration. Please call the school if an emergency arises.

Make-Up Work

All work is to be handed in on time according to the assigned due date from the teacher. Any instructional days missed do not allow a student to receive the education needed. Any missed assignments will directly affect their grade and the student may receive additional consequences for the unexcused absence(s).

- Excused Absences: Students who have been absent from school have two days for every day that they are gone to make up daily work or tests assigned while the student was absent. An assignment not turned in by the end of the allotted time will then follow the teacher's Late Work policy. *This policy does not include students missing class for sports or other school activities.
- Unexcused Absences/Tardies: Work assigned on days where an unexcused absence occurs will follow the teacher's Late Work policy
- In School Suspension, Suspension, and Removal from Class: Lake Park Audubon High School feels strongly about the loss of education occurred during a suspension or removal from class. Students faced with these consequences will be responsible to learn and complete all class assignments and materials instructed during the time of removal/suspension. Students who are given ISS or removed from class for discipline related reasons will use school time to complete work, while OSS students will be given two days following re-admittance to have all work completed and turned in. It will be the student's responsibility to gather educational material for each class missed.

Additional Notes

- In the cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence. Students who receive assignments from the teachers prior to an extended absence may be required to turn in these assignments upon their return or at a date specified by the teacher.
- Assignments made while students are in attendance will be turned in on time. Example: if an assignment is made on Wednesday for Monday, and the student is absent on Friday, the assignment is still due on Monday. If a student has an excused absence on the day an assignment is due, the assignment must be turned in the next day; unexcused absences will follow Late Work policy.
- Students are expected to know any material instructed during any form of absences which may appear on a future test or quiz.
- If a student knows of an absence before it occurs (i.e. – vacations, family trips), it is in the child's best interest to collect all materials from the teacher(s) and complete work before absences occur.

ACTIVITIES POLICY

District 2889 recognizes the importance of co-curricular, as well as curricular, activities to the development of the whole child. The academic performance and achievement of the student have first priority. Activities should complement the curricular program of the student, as well as the healthful physical, mental, and moral development of the student.

Advisors and coaches have close contact with MSHSL activities to provide them with a unique opportunity to observe, confront, and assist young people. Therefore, the MSHSL supports education and awareness training for adolescents' chemical use problems including the symptomatology of chemical dependency and special issues affecting league activities for administrators, athletic directors, coaches, advisors, participants and their families.

Anytime during the calendar year, or during the season of practice, play, or rehearsal, a student shall not use tobacco, or use or consume, have in possession, buy, sell, give away, or borrow any substance defined by law as a drug, including alcohol and malt beverages. It is not a violation for a student to be in possession of legally defined drugs specifically prescribed for the student's own use by his or her doctor. However, if a student misuses, abuses over-the-counter, or prescription medications, then it is a violation.

During the school year, students must exhibit standards of good sportsmanship and conduct. In order to remain in activities there should be no evidence of repeated refusal to obey school guidelines regarding attendance or discipline (three or more violations constitutes repetition) or unsportsmanlike behavior at any Lake Park Audubon school activity. Unsportsmanlike behavior includes, but is not limited to, negative cheers, needlessly moving about while a game or performance is in progress, and throwing objects such as confetti and paper airplanes. The student will be given a warning or the action may result in removal from the school building and/or suspension from school.

FORFEITURE OF AWARDS

Achievement awards shall be forfeited for flagrant or repeated violations of school guidelines.

ACTIVITY ELIGIBILITY

In order to participate in extra-curricular activities, students must meet the following guidelines:

Present a current physical (athletes only)

Be under 20 years of age

Must meet Minnesota High School League Eligibility Guidelines

Carry the required number of credits for graduation

Be in regular attendance, having enrolled at least two weeks before being in a game

Students and parents/guardians sign eligibility agreement

Attendance: A student must be present in school for all classes the day of a practice or performance in order to be eligible to participate in that practice or performance. The principal may waive this policy in extenuating circumstances prior to the event.

Suspension: Students who have been suspended from school are not allowed to participate in practices or competitions during the suspension period

Travel: Students who participate in team events or participate in school activities must ride in school sponsored transportation to and from the activity. Exceptions are injury/illness to a participant requiring alternate transportation. Students may be released directly and in person to parents/guardians. Arrangements must be made between the participant's parent/guardian and coach/advisor. The parent/guardian must request verbal and written pre-approval. The school reserves the right to deny any request for alternate transportation. Any special circumstances must be arranged with the activity director or principal in advance.

Conduct: A display of unsportsmanlike conduct toward an opponent, official, judge, or coach or use of profanity during a practice or contest will result in disciplinary action and/or suspension. Conduct unbecoming a student who represents the school in any extra-curricular activity may be suspended from participation in an event(s).

Letters: Completion of the season of participation is required for the student to be eligible for a letter or other group/team or individual awards. Guidelines for earning letters are determined by each head coach/advisor.

Suspensions/Violations: Suspensions are administered according to MSHSL guidelines.

Categories I – athletic teams, penalties are outlined in the MSHSL eligibility bulletin.

Category II – all other activities, and penalties will follow the same penalty structure as Category I – except Category II penalties shall not exceed 12 weeks.

An event is considered any MSHSL activity, scheduled games, and any other activity listed by the school. Category I suspensions can be satisfied only with Category I events. Category II suspensions can be satisfied only with Category II events. Each category will be treated individually.

Category I events: Athletic Contests and Cheerleading.

Category II events: All MSHSL sponsored events and the following: Jazz Band, Solo Ensemble Contest, Large Group Contest, Fall Festival, Honor Choirs, Music Department Trips, Field Trips, Knowledge Bowl, One Act Play, Speech Meets, Robotics, School Play/Musical Performances, PAY

Other Events: Students who are suspended from events or academically ineligible will be ineligible to participate in any other high school sponsored events until they are eligible under either Category I or II guidelines. Only the events listed will count toward Category I or II eligibility. (Examples of other events: Student Council sponsored activities, dances, banquets, concession stand workers, activity meetings, field trips, etc.)

If a student is questioned about an incident, denies it, and is later found lying, he/she will be suspended for an additional time as per MSHSL rules.

A student will not be declared ineligible from an activity that is part of a classroom assignment. Events will not count toward the completion of a penalty if a student either quits or is suspended from an activity before its completion.

The burden of regaining eligibility will rest on the shoulders of the student in violation. Before they will be taken off the ineligibility list, they must prove to the administrator that they have completed their penalty.

A student may be disciplined on the word of a responsible adult if the accusing party is an eyewitness and is willing to sign a written statement to that effect.

Any student who demonstrates poor citizenship (cheating, disorderly conduct, gambling, theft, vandalism, physical or verbal abuse, harassment, fighting, assault, defiance of authority, etc.) on or off campus may lose eligibility to participate in LPA co-curricular activities. The principal and activities' director will review misconduct reports on an individual basis and set the length of ineligibility.

ATHLETICS

Participation Fees & Physicals Athletics are open to students in grades 7-12. Each student is required to file a physical examination card signed by a doctor before beginning practice. Physicals are mandatory every three years and must be filed in the office of the activities' director.

Participation fees are required of all secondary students who participate in athletics and drama. Students pay **\$30.00** per activity for Drama, One Act and the Musical. Students in grades 7 and 8 pay **\$45.00** per sport with an annual maximum of **\$90.00**; students in grades 9-12 pay **\$60.00** per sport with an annual maximum of **\$120.00**. There is an annual family maximum of **\$180.00**. The fee is to be paid to the activity administrative assistant before the start of the season. Families receiving free or reduced meals are exempt from athletic participation fees.

Home School Students Any student who resides in the Lake Park Audubon School District will be encouraged to participate in co-curricular activities at LPA Secondary School whenever it is not expressly prohibited by the Minnesota State High School League. Participation fees will be the same as they are for enrolled students. LPA will not offer diplomas to home-schooled students unless the majority of their high school credits were earned from LPA.

Character Expectations Any student who demonstrates poor citizenship (cheating, disorderly conduct, gambling, theft, vandalism, physical or verbal abuse, harassment, fighting, assault, defiance of authority, etc.) may lose eligibility to participate in LPA co-curricular activities. The principal and activities director will review misconduct reports on an individual basis, determine consequences and set the length of ineligibility if necessary.

Lettering and Recognition The school will award a chenille letter on only one occasion. When a student letters for the first time, they will receive a LPA Chenille and a pin for that specific activity. They will receive a bar pin for each consecutive time they letter in that same activity.

The Bud Lloyd Award: Each year, the coaches select one or more athletes who have shown athletic excellence in one or more sports throughout high school. A certificate is given, and the student's name is engraved on a traveling trophy.

Achievement awards and letter points shall be forfeited for flagrant or repeated violations of school regulations.

CONDUCT EXPECTATIONS

Citizenship in a democracy requires respect for the rights of others. The students of the district shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall respect constitutional authority and conform to school regulations and provisions of the law. Students are expected to observe and assist in the enforcement of established guidelines.

Rights & Responsibilities of Students:

All students of Independent School District 2889 have the right to an education and the right to learn. Students will also receive mutual respect from school personnel.

The Minnesota Association of Student Councils adopted the following by resolution at the 1996 State Student Council Convention, which all LPA students are expected to follow.

Students have responsibility to put forth their best effort towards academics and work to their fullest ability.

Students are responsible to make every effort to attend classes on time, ready to learn and remain in school for the full day.

Students are responsible for being honest, positive, dutiful citizens by setting good examples to others.

Students are responsible for promoting a safe environment for others.

Students are responsible to make every effort to graduate from high school in four years.

Students have a responsibility to keep their school clean.

Students who choose to participate in school activities have the responsibility to participate positively by showing school pride and good sportsmanship.

Students are responsible to use discretion in choosing appropriate clothing and accessories when attending school or a school sponsored activity.

Students are responsible for discretion on access of Internet.

Students have the responsibility to maintain their personal hygiene.

LAKE PARK AUDUBON HIGH SCHOOL EXPECTATIONS 506

	Classroom	Hallways/Stairs	Activities	Athletic Facilities	Media Center/Technology	Commons/All Settings
Leadership	<ul style="list-style-type: none"> *Set a positive example *Accept differences *Consider the feelings and opinions of others 	<ul style="list-style-type: none"> *Greet others *Respect personal space *Walk *Keep to the right *Keep noise level reasonable 	<ul style="list-style-type: none"> *Be supportive of participants *Demonstrate audience etiquette *Be courteous to participants and spectators 	<ul style="list-style-type: none"> *Be a good role model *Respect property of others *Arrange responsible supervision 	<ul style="list-style-type: none"> *Be polite and quiet *Have a good attitude *Be patient *Ready the room for learning 	<ul style="list-style-type: none"> *Respect yourself, others, equipment & facilities *Help, encourage and motivate others *Follow all safety procedures
Pride	<ul style="list-style-type: none"> *Put forth your best effort *Create something you are proud of 	<ul style="list-style-type: none"> *Treat everyone as you want to be treated *Sit in designated areas only *Keep your locker clean 	<ul style="list-style-type: none"> *Show school spirit *Be positively involved *Welcome guests 	<ul style="list-style-type: none"> *Keep areas organized *Maintain privacy in changing areas *Wear proper clothing and shoes 	<ul style="list-style-type: none"> *Recycle *Follow technology expectations 	<ul style="list-style-type: none"> *Be Responsible for a clean environment *Create a positive atmosphere *Food and beverages in common areas
Achievement	<ul style="list-style-type: none"> *Complete homework *Study for tests *Use time wisely *Be ready to learn: bring materials, come prepared, be on time 	<ul style="list-style-type: none"> *Arrive to class on time *Use hall passes as designated 	<ul style="list-style-type: none"> *Stay eligible *Listen attentively to speaker / performer 	<ul style="list-style-type: none"> *Make a good impression *Maintain safe activity *Organize activities with purpose 	<ul style="list-style-type: none"> *Seek enrichment to learn further than required *Give proper credit to sources 	<ul style="list-style-type: none"> *Do your best *Have a positive outlook *Use appropriate language

DANCES

Arrangements for school dances must be made with activity or class advisors and approved by administration. The sponsor with administrative approval will set admission charges.

There are to be no dances on nights before school days the next morning. All school dances will end by 11:30 p.m.

Students must secure four staff members as chaperones for social functions. Both male and female chaperones must be represented at each function. The advisor of the organization sponsoring the dance will be in charge and will assume the responsibility for instructing other chaperones as to their specific duties.

Two weeks in advance of the activity, a member of the sponsoring group will notify the local police as to time, place, and date of the dance.

Students in grades seven through twelve are permitted at social functions. Those in attendance at dances must be presently enrolled Lake Park Audubon students or properly approved guests of an enrolled Lake Park Audubon student. Guests must be under 21 years of age. Guests at dances may be from other schools provided the principal has approved them by 3:20 p.m. of the day preceding the event.

Students must remain at the function until they are ready to leave permanently. Once a student has left the building, he/she will not be permitted to re-enter.

DATA PRIVACY, DIRECTORY INFORMATION AND STUDENT RECORDS 515

Directory information is public and includes the following: parent's name, address and telephone listing; student's name, address, telephone listing, date and place of birth, dates of attendance, degrees and awards received, and the most previous educational institution attended. Public information shall include team roster information such as height and weight, names and pictures of students participating in or attending co-curricular activities, school events, and Minnesota State High School League activities or events. Pictures and names in the school annual, website, and local newspapers are also considered directory information. Students or parents who do not want directory information released to the media should inform the high school office in writing by September 12th of each school year.

THE PUPIL FAIR DISMISSAL ACT OF 1974 506

All of the following procedures for discipline/suspension/exclusion/expulsion would be carried out in accordance with The Pupil Fair Dismissal Act of 1974 (M.S. 127.26-M.S.127.39).

DETENTION 506

Faculty, support staff, and administrators may require a student to serve a detention as a disciplinary measure. School District personnel have the authority to detain students after school, or at noon for disciplinary reasons. Teachers may require assignments or behavior packets to be completed in detention.

Staff provides written notice to a student who is to serve a detention. The notice includes explanation of student behavior, reason for detention, and the date for detention to be served.

The student must serve the detention on the next scheduled detention day or arrange to serve the detention at an alternate time. Detention days are Monday through Friday from 7:30 a.m. – 8:15 a.m. and 3:25 p.m. – 4:10 p.m. Failure to serve detention will result in further corrective action, which may include lunch detention, parent conference or suspension. A notice is sent to the parents (via the student) informing them of the incident and detention.

DISCIPLINE POLICY 506

In accordance with Minnesota Statutes, Section 121A.61 Lake Park Audubon High School has developed the following discipline policy.

All students shall be held individually responsible for their behavior and for knowing and obeying LPA Expectations and this policy. Teachers and coaches may have their own set of classroom rules as well as those stated in the student handbook.

Disciplinary action shall be taken against students for any behavior which is disruptive or which violates the rights of others. The following are examples of unacceptable behavior subject to disciplinary action by the School District:

Damage to or destruction of school property or the property of others, including, but not limited to, arson, breaking and entering, theft, trespassing, unauthorized usage, or vandalism;

The use of profanity or obscene language, or the possession of obscene materials;

Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds;

Using, possessing or distributing tobacco, alcohol, intoxicating substances, narcotics, drugs or other controlled substances on school premises or at school-sponsored activities.

Using, possessing or distributing weapons or other dangerous objects at school, on or near school premises or at school-sponsored activities;

Violation of any local, state or federal law such as inappropriate or criminal activity;

Violation of school procedures or acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

Violation of school bus or transportation expectations, parking or school traffic rules;

Violation of locker expectations or improperly gaining access to a school locker;

Possession or distribution of slanderous, libelous or pornographic materials;

Student attire and personal grooming which creates a danger to health or safety or creates a disruption to the educational process;

Falsification of any records, documents, notes or signatures;

Sexual abuse, violence and/or harassment;

Actions, including fighting or any other assaultive behavior, whether real or threatened, which could cause injury to the student or other persons or which could impair the health, safety, or welfare of teachers, students, other School District personnel, or other persons, including, but not limited to, fighting, harassment, interference or obstruction, restraint, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

Verbal assaults, either oral or written, by a student toward another student, teacher or other School District personnel, including degrading conduct and inappropriate, abusive, threatening, or demeaning actions based on race, religion, gender, handicap, ethnicity, or national origin;

Physical or verbal threats by a student, including, but not limited to, the reporting of dangerous or hazardous situations that do not exist;

Violation of school regulations, policies, procedures, or disruptive acts committed by students to and from school, including time spent on school buses and in lunchrooms;

Other acts, as determined by the School District, which are disruptive of the educational process or dangerous or violate rights of others.

DISCIPLINARY ACTION 506

All students are to act in a responsible manner in all classrooms. Students who are causing a disturbance when it disrupts learning of other students will adhere to the discipline policy. Staff will make contact with parent/guardian by telephone, e-mail, or use a detention or discipline referral form. Disciplinary action for violation of rules of conduct may include but is not limited to removal from class, conference with a teacher, counselor, staff member, or principal, detention, loss of school privileges, parent/guardian conference with school staff, restitution, or referral to Community Service or outside agency, petition court for juvenile delinquency adjudication, suspension, exclusion, and expulsion.

If the student is too disruptive to be dealt with in the classroom, or repeatedly breaks the rules, the student will be referred to the principal. A student sent to the principal's office for disciplinary reasons, is to go directly to that office. If the principal is not in the office, the student may attend the next class period. The teacher will submit a written report of the problem as soon as possible.

The adult addressing the issue will deal with incidents in halls, in the lunchroom, or on the school grounds. Flagrant acts, repeated offenses or excessively disruptive actions that are referred to administration will result in further disciplinary action.

The principal may impose or recommend longer suspensions, expulsions or any other discipline as appropriate on a case-by-case basis.

Law enforcement will be notified if deemed necessary. In these situations, an attempt will be made to notify the parent/guardian. A parent conference will be held as needed for parental input in seeking solutions to your student's behavioral needs.

Disciplinary action may include, but is not limited to, the following: Meeting with the teacher, principal or counselor; Parental conference; Loss of school privileges; Schedule adjustment; Modified school programs; Financial restitution or school/community service; Referral to police or other appropriate authorities; Removal from class; In-school suspension; Detention; Suspension; Expulsion; Outside agency referral; Alternative educational programming.

The above-described disciplinary actions are a representative, but not necessarily exhaustive, example of disciplinary actions that may be imposed against a student for violation of District policies and rules.

SUSPENSION 506

Suspension will be assigned for willful disobedience, habitually disobeying a school rule, habitual truancy, swearing or use of suggestive body language or gestures, use of vulgarity, theft, chemical use or possession, harassment, use or possession of vaping devices, tobacco, alcohol, drugs, or threatening the safety of others or for other reasons listed under discipline.

Suspension means action taken by the school administration prohibiting a student from attending school for a period up to and including ten days. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. Suspension may be in-school suspension or out of school suspension under the direct supervision of his/her parents/guardians.

The administrator will notify the student of grounds for suspension except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practical following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present their explanation.

The district shall make reasonable efforts to notify the parent/guardian of the suspension by telephone as soon as possible following suspension. In the event a student is suspended without an informal administrative conference because the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent/guardian within 48 hours of the suspension. Written notice will include grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of Minnesota Statute Sections 121A.40 to 121A.56. Service by mail is complete upon mailing.

SUSPENSION PENDING EXPULSION OR EXCLUSION 506

A student may be suspended pending the school board's decision in the expulsion or exclusion hearing if alternative educational services are implemented to the extent that suspension exceeds five days.

"Expulsion" means an action taken by the Board of Education to prohibit an enrolled student from further attendance for a period that shall not extend beyond one calendar school year. The authority to expel rests with the Board of Education.

"Exclusion" means an action taken by the Board of Education to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the Board of Education.

All expulsion and exclusion proceedings will be conducted pursuant to, and in accordance with, the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes 127.26 through 127.39.

SEXUAL / RACIAL / RELIGIOUS HARASSMENT AND VIOLENCE 514

The LPA school district's policy is to maintain a work and educational environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct. The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity.

The district will also not tolerate sexual violence of any kind.

Prohibited behavior includes requests to engage in illegal, immoral or unethical conduct or retaliation for making a report about such conduct. One kind of prohibited behavior is sexual harassment. Sexual harassment involves unwelcome behavior that can include sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually suggestive facial expressions, kissing, touching or sexual contact.

You cannot be required to submit to sexual harassment in order to obtain or keep your job or obtain an education.

Accepting or rejecting sexual harassment cannot be used as a factor in decisions affecting your job or your education.

Unwelcome sexual conduct or language that unreasonably interferes with a person's ability to do a job or receive an education is prohibited.

Unwelcome sexual conduct or language that intimidates, is hostile or offends a person at work or while receiving an education is prohibited.

If you believe you are subject to offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building principal verbally or in writing. If you prefer, you may report to the school human rights officer, as well. Finally, students always have the option of reporting to any responsible adult in the school.

The school will investigate all reports of offensive behavior promptly, fairly and completely. The school will handle each report discretely and respond to the report based upon its facts. The school may resolve the report by requiring the offender to apologize, receive individual instruction on harassment, transfer, seek counseling or training, be suspended, be dismissed, lose privileges or face other appropriate discipline.

This policy applies to every student, employee, teacher, administrator and board member in the district.

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

[LPA Behavior Level of Interventions/Consequences](#)

BULLYING AND INTIMIDATION 514 - Bullying-Harassment Link

An act of bullying and/or intimidation, either by an individual or group of students is prohibited on school property, or at school functions. It is the district's intent to prevent bullying and intimidation and to take action to investigate, respond, and discipline.

Bullying is a repeated action directed at a person or group of people by one or more people to cause intentional negative action. It means any written or verbal expression, physical act or gesture, direct or indirect actions, or a pattern of behavior by a student or group of students that is intended to cause distress to another. Bullying includes, but is not limited to harming a student, damaging a student's property, placing a student in reasonable fear of harm, creating a hostile environment for a student, or verbal taunting (name-calling, defamation, racist slurs, untruthful accusations, threats, suggestive remarks, etc.).

Upon receipt of a complaint/report of bullying and/or intimidation, an investigation by school officials, or a third party designated by school officials will commence. Steps will be taken to protect the reporter and students involved. Upon completion of the investigation, appropriate action will be taken that may include warning, detention, suspension, exclusion, expulsion, or transfer.

The school district will discipline or take appropriate action against any person who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

HAZING 526

Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing may include one or more of the following: physical brutality; physical activity or other type of activity that subjects the student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student; any activity that discourages the student from being in the school; any activity that is in violation of the law or school regulations.

School principals are the persons responsible for receiving reports at the building level. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during and after school hours.

Discipline for students involved in hazing may include one or more of the following: conference with warning notice, detention, suspension, exclusion, expulsion, change of educational placement, remediation/counselor referral or other corrective action.

MSHSL consequences are in addition to school district consequences for students who engage in hazing.

DRUG FREE / TOBACCO FREE ENVIRONMENT 419

It is a violation for students to possess and/or use alcohol, intoxicating beverages, drugs, drug paraphernalia, controlled substances, mood-altering substances, misuse of over-the-counter drugs, or misuse of prescription drugs, product containing tobacco, lobelia or nicotine, alternative tobacco/nicotine/lobelia products, vaping devices and products, including but not limited to sticks, orbs, strips, snus, toothpicks, mints or nasal spray intended for human consumption. The odor of alcohol or illegal substances on the breath or person of a student is cause for disciplinary action. Sale or attempted sale of alcohol, controlled substances, mood-altering substances or prescription drugs will result in an exclusion and/or expulsion. Reference MN Statute 144.4165.

ALCOHOL / TOBACCO / CONTROLLED SUBSTANCE

Alcohol – refers to the possession, use or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

Tobacco – refers to the possession or use of any type of tobacco product, vaping products, chewing, holding a lighted tobacco product, or exhaling of smoke from the mouth or nose on school property or at school sponsored activities.

Controlled Substance – refers to any illegal mood altering substance.

WEAPONS 501

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

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, lasers, explosives, stun guns, ammunition and mace. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the high school office shall not be considered in possession of a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

“Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

Consequences for Sexual, Racial, Religious, Harassment or Violence, Bullying, Hazing, Alcohol / Tobacco / Controlled Substance Use or Weapon Violations:

Detention/Suspension/Expulsion;

Parent/Guardian notification/conference;

MSHSL violation;

Notification of legal authorities.

Items confiscated will not be returned and will be appropriately disposed of.

DRESS CODE 504

Students at Lake Park Audubon High School are expected to maintain a positive and constructive image of themselves and of the school. The school environment should be a place conducive to learning. Therefore, the attire of the students in the building should be respectful, modest, non-offensive to others, and promote an atmosphere for learning to occur. The following dress code rules must be adhered to or the student will be subject to corrective action and consequences, including detention, loss of privileges, and/or suspension. Students may be asked to use alternative clothing for the remainder of the day. The school administration reserves the right to determine what is appropriate and what is not.

- Use good taste and reasonable judgment.
- No alcohol, tobacco, drug logos.
- No profane, offensive, or sexually suggestive clothing.
- No undergarments showing (e.g. bra straps, underwear, boxer, etc.) at any time whether sitting, standing, or walking during the day or at school-related events.
- The midriff should be covered.
- Shorts should be long enough, within a few (6-8) inches of the knee.
- No bulky coats or jackets in the building.
- No wearing hoods in the building.
- No sunglasses in the building.
- No heavy chains on belt loops, etc.
- Backpacks – No backpacks allowed in classrooms **
- Gym clothes should fit appropriately
- Earbuds-May be allowed by staff, but one bud needs to be out.
- On occasion, special attire/dress up days may be requested by the student council with approval from administration.

EIGHTEEN-YEAR-OLD STUDENTS

All students attending Lake Park Audubon School are subject to the same rules and regulations, as adopted by the Board of Education regardless of age.

Cell Phone Policy:

Our commitment to innovative education continues to grow, but with these advancements come necessary changes. One significant change is the implementation of a no-cellphone policy. Starting this school year, students in grades K-12 will not be allowed to have their cellphones during the school day. If they bring their phones, they must turn them in to their teacher and will receive them back at the end of the day. Parents needing to contact their child can call the office, and messages will be forwarded, or in emergencies, the student will be immediately notified and connected with the parent. For simple reminders, parents can always email their child.

Why This Policy?

While there have been high hopes for using cellphones as learning tools, the reality is that they have become a major distraction. Students often use their phones during class time, in the hallways, at lunch, and even in the bathroom. This constant distraction has turned teachers into cellphone police, disrupting the learning environment.

According to the Education Parliamentary Monitor (January 2024), there is increasing evidence of the unnecessary distractions caused by mobile phones in schools. Ofcom's report found "by the age of 12, 97% of children own a mobile phone. The National Behaviour Survey (2021-2022) found that 29% of secondary school pupils reported mobile phones being used without permission in most of their lessons". At the age of 12, our students are learning prerequisites to algebra, drawing inferences from their reading, and applying higher-order thinking skills in science. Cellphones in the classroom hinder this intellectual growth.

A study by Bi, Kou, Xie, and Dong (2022) examines cellphone addiction and its relationship to loneliness and social anxiety. The research indicates, "Mobile phone addiction may be associated with social anxiety when an individual spends less time and energy on desired interpersonal social interactions, diminishing their sense of belongingness" (pg. 487). This can lead to social anxiety and hinder the development of strong social relationships. In our lunchroom, instead of socializing, students are often glued to their phones, missing out on important face-to-face interactions.

Bullying Concerns

Bullying is another significant issue linked to cellphone use. As reported by Weerakkody (2008), "bullies use text messages and mobile phone photos and videos that can be uploaded to social networks anonymously, making bullying a 24/7 possibility" (pg. 464). "Cyberbullying can cause severe trauma, anxiety, depression, truancy, self-harm, eating disorders, and even suicide. The humiliation can reach a wider audience and persist longer than face-to-face bullying" (pg. 464).

While we understand the importance of cellphones for afterschool jobs, rides, or reminders, the negative effects of phones in school outweigh these benefits. Our duty is to educate your children and set them up for future success. Therefore, we are eliminating cellphone distractions during the school day. This policy may be controversial, but it aligns with our mission and vision outlined in our district strategic plan.

Procedure for Cell Phones

- Each first-period teacher will have a lock box in their classroom.
- Students must turn their cell phones into the first-period teacher to be secured in the cell phone lock box.
- Students are highly encouraged to leave their phones at home or in their car.
- Cell phones may not be stored in lockers or backpacks; lockers and backpacks may be searched if it is believed students are storing their phones in those locations.
- Students will retrieve their phones from the first-period teacher's room at the end of the day.
- Students who arrive at school after first period will turn in their phones at the office to be secured in the cell phone lock box. They will retrieve the phones from the office at the end of the day.

Consequences/Protocol will include the following:

First Violation—This is a reminder that our school's cell phone policy prohibits the use of cell phones during the school day. You were found in violation of this policy on [date]. Please understand that following our expectations is essential for maintaining a focused learning environment. Teachers will communicate with the parent or guardian regarding the incident and communicate with the student to reset expectations. Future violations will lead to disciplinary action, so we ask for your cooperation in adhering to this policy.

Second Violation

The device will be confiscated by the teacher and given to the administration. Administration will communicate with the parent or guardian regarding the incident and communicate with the student to reset expectations. A student will receive a detention. The device will be returned at the end of the school day.

Third Violation—*The teacher will confiscate the device and give it to the administration. The administration will assign ISS, visit with the student, and communicate with the parent or guardian about future violations. The device will be returned at the end of the school day.*

Any More Violations – The device will be confiscated by the teacher and given to the administration.

At this point, a parent or guardian will be required to pick up the phone in the office, and a meeting will be set up to discuss further actions and develop a plan.

Cell Phones Cont.

- Unsolicited pictures of others that are sent to other students is a form of harassment or bullying towards another. These acts are administered under the harassment and bullying policy.
- Messages and photos on a cell phone are subject to viewing by administration given reasonable suspicion of a crime and/or school infraction.
- In the event a student must use their cell phone for health reasons, the student and his/her parents must communicate and provide medical documentation with the administration for such use.

EMERGENCY / EVACUATION PROCEDURES

In order to be prepared for an emergency evacuation of the school, fire drills, lockdown drills, and tornado drills are conducted on a periodic basis. We attempt to impress upon the students the importance and seriousness of this safety precaution. It is hoped that continual practice in evacuation of a building will ensure rapid and orderly evacuation when an emergency should arise.

Fire Drills: Students will leave rooms as soon as the fire siren sounds, keeping to the side of the hall. Students should walk rapidly, but not run. When clear of the building, all school personnel should move quickly to west parking lot for roll call and instructions.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

When the superintendent and transportation director make the decision to close or delay school due to severe weather, mechanical malfunction, disaster/potential disaster alert, etc. you will receive a recorded message (voice, text or e-mail) from the school's automated instant alert system. You can also listen for announcements on local radio station KDLM 1340 AM, KVLK FM 95, or WDAY 970 AM or TV Channel 6. Closing will also be posted on social media.

ENROLLMENT REQUIREMENT WAIVER

A student enrolled in the Lake Park Audubon ISD during the first semester of the student's senior year, who is on pace to graduate at the conclusion of the first semester, and is enrolled in an alternative program for the final semester preceding graduation may apply to the Lake Park Audubon Board of Education for an enrollment waiver. Alternative programs to be considered include 1) Pregnant and Parenting Teen, 2) Chemical Dependency Day Programs, 3) Chemical Dependency Residential Programs, or 4) Similar Alternative Programs. Alternative Credit Recovery Programs will not be considered for a waiver.

A Waiver Request and justification statement for the request must be submitted to the high school counselor for transcript review as early as February 15 but prior to May 5. The counselor will determine if the student is on pace to meet local and state graduation requirements. The counselor will forward the request and the results of the transcript review to the high school principal for verification. If the student can potentially meet all graduation requirements, the principal will forward the student's waiver request and justification statement, the transcript review, attendance records, and an explanation of the alternative program to the superintendent for review by the Lake Park Audubon Policy and Personnel Committee. The Lake Park Audubon Board of Education will make a decision on the student's request at or before their regular March meeting. The Board's approval of a waiver request simply waives the final semester enrollment requirement. The student must meet or exceed all other local and state graduation requirements.

EQUAL EDUCATIONAL OPPORTUNITY 521 & 522

It is the policy of ISD 2889 to provide equal educational opportunity for all students. The district does not unlawfully discriminate based on race, color, creed, religion, national origin, sex, marital or parental status, status with regard to public assistance, disability, sexual orientation, or age.

EVENT RULES

Students are encouraged to take pride in supporting our teams in a sportsmanlike manner. Displays of enthusiasm should be positive. Inappropriate actions will typically result in an initial warning. Removal from the game will be considered for flagrant or repetitive unsportsmanlike behavior. Any student leaving an event prior to the conclusion will not be allowed to re-enter.

EXPENDITURE OF SCHOOL FUNDS

Officers for any class or school organization are not to spend money without authorization. The faculty advisor and the principal must approve all expenditures in advance. The superintendent must sign all purchase orders. If this procedure is not followed, bills will not be paid by the school.

EXTRA-CURRICULAR ACTIVITIES

ATHLETIC

Any student interested in dual sport participation may request an application form from the activities' director.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country - Boys & Girls	Basketball - Boys & Girls	Baseball - Boys
Football	Wrestling	Clay Target League - Boys & Girls
Volleyball		Golf - Boys & Girls
		Softball - Girls
		Track & Field - Boys & Girls

FINE ARTS & ADDITIONAL ACTIVITIES

Band/Pep Band/Jazz Band	Pop Group	Choir	Speech Team
Drama/One Act Play/Musical	Knowledge Bowl	Math Team	Philanthropy and Youth
Honor Society	Student Council	Yearbook Staff	Prom Committee
Robotics	Archery	Fishing League	

MINNESOTA STATE HIGH SCHOOL LEAGUE RULES

Under the bylaws of the Minnesota State High School League (MSHSL), students participating in activities governed by the MSHSL who violate certain MSHSL rules must be given consequences under the League's policies. MSHSL consequences include loss of eligibility for 2 events or two weeks to total loss of eligibility in all activities. This includes music and fine arts activities as well as sports. LPA School District will follow MSHSL Category I guidelines. Category II consequence is 2 events or 12 weeks, whichever is shorter.

Violations, which result in school and MSHSL penalties, include hazing, sexual, racial and religious harassment, violence, use of drugs, alcohol or other controlled substances and conduct infractions.

Refer to the current MSHSL athletics or fine arts Eligibility Information bulletins for specific details. All LPA students have a responsibility to follow the MSHSL regulations.

FEES

Food Services Prices:	Elementary Lunch free	High School Lunch free	Adult Lunch \$5.95
	Elementary Breakfast free	High School Breakfast free	Adult Breakfast \$2.25
	Milk \$.50	Ala Carte \$1.25	
Drama Fees:	\$30.00 per activity		
Athletic Fees:	Jr. High (7-8 grade) - \$45.00 per sport, \$90.00 maximum yearly		
	Sr. High (9-12 grade) - \$60.00 per sport, \$120.00 maximum yearly		
	Maximum per family, per year - \$180.00		
Event Admissions:	Pre K-12 Students and Seniors 65+ – Free		
	LPA Alumni under 21 - \$3.00		
	Adults - \$6.00		
	Family Maximum per Event - \$18.00		
	Adult Yearly Pass - \$90.00		
	Adult Punch Card – 10 Games - \$50.00		
Drivers Education:	\$400.00		
Instrument Rental:	\$45.00 yearly		

FIELD TRIPS

Classes may take educational field trips during the school year under the teacher's direction. When trips are made in school buses outside of school district boundaries, parent/guardian will be notified. Students are required to have written permission from a parent/guardian and emergency medical authorization slip signed prior to going on a field trip. Once signed, the permission form is in effect until graduation.

FUNDRAISERS

All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of district policy. This is to prevent overlapping sales, duplication, and recognition of the worthiness of the fundraiser.

GRADE LEVEL PLACEMENT FOR SENIOR HIGH

Students will be classified by grade based upon academic credits earned.

Freshman	Completion of 8 th grade and 0 to 5.00
Sophomore	5.00 – 11.00
Junior	11.00 – 17.00
Senior	17.00 and up

GRADING PERCENTAGES

Grade percentages for grades 7-12 is as follows:

A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	66-64%
D-	60-62%
F	0-59%

GRADING SYSTEM

Grade point averages will be calculated based on a twelve-point scale as follows:

<u>Letter Grade</u>	<u>Equivalent</u>	<u>Range (hundredths)</u>	<u>Range (thousandths)</u>
A	4.00	3.84-4.00	3.835-4.000
A-	3.67	3.50-3.83	3.495-3.834
B+	3.33	3.18-3.49	3.175-3.494
B	3.00	2.84-3.17	2.835-3.174
B-	2.67	2.50-2.83	2.495-2.834
C+	2.33	2.18-2.49	2.175-2.494
C	2.00	1.84-2.17	1.835-2.174
C-	1.67	1.50-1.83	1.495-1.834
D+	1.33	1.18-1.49	1.175-1.494
D	1.00	0.84-1.17	0.835-1.174
D-	.67	0.50-0.83	0.495-0.834
F	0.00	0.00-0.49	0.000-0.494
I	Incomplete		
P	Pass		
NP	No Pass		
W	Withdrawn		

COLLEGE CREDIT COURSES

The Board of Education wishes to provide opportunities for students to enroll in courses within the Lake Park Audubon School, which are college, credited through a Minnesota university/state college.

GRADUATION REQUIREMENTS

The total number of credits for graduation is 25 full year credits.

In addition to the academic requirements, all textbooks and school equipment must be returned, and all school debts must be satisfied.

Students (except special education students whose programs are specified in an individualized education plan or 504 plan) must register for seven courses each semester. District academic requirements are identified below:

Arts	1 credit	Language Arts	4 credits
Physical Education	1.5 credits	Work Based Learning	1 credits
Health	.5 credits	Social Studies (including Economics)	3.5 credits

Mathematics 3 credits
Science 3 credits
Electives 6.5 credits

Careers .5 credits
Personal Finance .5 credits

All credit recovery classes and coursework must be completed before a diploma is issued. A comprehensive explanation of graduation requirements may be obtained from the counselor. A copy of the curriculum guide will be posted on the school website. All failed required courses must be retaken and passed to receive credit.

Students are to take courses offered by an LPA teacher when possible rather than to take the course from another vendor.

The high school principal shall certify students for graduation from high school. It shall be the policy of the Board of Education that a diploma shall be granted only when a student has completed all local and state requirements for graduation.

ASSESS-OUT POLICY AND PROCEDURES

Minnesota Academic Standards provides an opportunity for students to demonstrate mastery of subject material and earn course credit. A student who has gained conceptual knowledge and skills necessary to pass a course may elect to earn credit for the course by successfully completing the test out procedure for the course.

Application for assess-out must be made to the high school principal or counselor by May 15th for the first semester and November 15th for second semester. Parent signature must accompany the application.

A student may attempt to test-out of any given course only once. If the student fails any portion of the exam, they must enroll in and pass the course to receive credit in that course. The test-out will consist of a written exam, but may include lab work, presentations, problem solving, and submission of portfolios, performance and/or demonstrations. Tests will not be returned to the student.

The same criteria will be used to determine whether the student passes the exam (and, thus, the course) as would be used to determine whether a student would pass the course if they were enrolled in it. Criteria for passing the comprehensive exam must not be more stringent than the criteria for passing a course.

Students will earn a grade based on the district adopted grading scale.

MN Statute 120B.024

ACADEMIC RECOGNITION AT GRADUATION

Grade point average and levels of academic distinction will be calculated based on academic performance in grades 9-12. Students will be recognized at graduation based on their cumulative grade point averages from grades 9, 10, 11, and the first three quarters of the senior year.

Cum Laude – meaning “with honor” – 3.45 to 3.74 cumulative grade point average

Magna Cum Laude – meaning “with great honor” – 3.75 to 3.94 cumulative grade point average

Summa Cum Laude – meaning “with highest honor” – 3.95 to 4.00 cumulative grade point average

GRADUATION CEREMONY

The ceremony is a privilege intended to recognize those individuals who have met the graduation requirements of the school district and the State of Minnesota. Seniors who have met or exceeded graduation requirements by the last day of school that precedes graduation day will be permitted to participate in the graduation ceremony.

The student (graduate) must be enrolled in the Lake Park Audubon ISD for a minimum of four periods during the student’s final semester preceding graduation. A PSEO student meets the enrollment requirement for graduation.

All students should be aware that participation in graduation may be restricted due to serious disciplinary infractions.

HOMEBOUND INSTRUCTION

Homebound instruction is available for any student who is out of school due to illness (either at home or in the hospital) for an extended period. It is a valuable service offered to our students to insure they do not fall too far behind their classmates due to an extended illness. Please contact the school office if you have any questions regarding homebound instruction.

HOMECOMING

Student Council sponsors Homecoming and is responsible for making all decisions regarding the coronation ceremony. Some traditions have been established and are as follows: Four candidates for queen and four candidates for king will be selected by a vote of students in grades 10, 11 and 12, approximately one week before the coronation. Students in grades 7-12 will vote for king and queen the school day prior to the coronation ceremony. The first grade teachers of the Lake Park Audubon Elementary School will select two junior attendants. Four members of the junior class will be selected by the senior class to be escorts for the royalty.

HONOR ROLL

An Honor Roll with four categories (A, A-, B+, and B) will be posted at the conclusion of each grading period. Only students carrying a normal class load (at least six classes) with no incompletes or failing grades at LPA will be recognized on the Honor Roll. The classifications will be determined by an average of a student's grades and the ranges provided above.

ILLNESS / INJURIES

A student who becomes ill or injured during the school day must report to the office. If a student is ill enough to be sent home during the school day, the office will make the necessary arrangements (according to the emergency contact card). Students who are ill or injured must report to the office and have prior parent consent and school permission to leave.

Any injury/accident involving personal injury should be reported to the office. The office will summon help from the staff available and will call 911 (Medic Alert Team) if it appears to be necessary. An accident report must be made out immediately and turned in to the superintendent's office.

IMMUNIZATIONS

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

INCOMPLETE COURSEWORK

All coursework should be completed and handed in before the end of each grading period. Faculty members may use their discretion in accepting late work caused by extenuating circumstances. Students who have make-up slips with a due date that is after the end of the quarter will have until the due date to complete work.

Incompletes shown on report cards for Semester 1 will be changed to F's two weeks (maximum of 10 school days) after the end of the Semester. Semester 2 Incompletes will be changed to F's on the last spring day of faculty workshops unless the instructor advises the office personnel. Unusual circumstances will be addressed on an individual basis.

INSURANCE

The Lake Park Audubon School does not provide accident insurance for students.

INTERNET USE EXPECTATIONS 524

By accessing district data networks, you are agreeing to Lake Park Audubon School District's Internet Usage Policy. Parents/guardians are responsible for conveying the standards that their children should follow when using media and information resources. Lake Park Audubon School supports and respects each family's right to opt-out of access. This opt-out must be provided in writing to the principal's office.

Students are expected to follow the guidelines below:

The internet is to be used for educational purposes only.

Access to the Internet is a privilege. Abuse of this privilege may result in the suspension or termination of the user's access, as well as possible further disciplinary action.

Students will not reveal personal information online for themselves, other students, staff, family, and/or friends. Examples include but are not limited to full name, phone number, and personal address.

Transmission of any information in violation of district, state, or federal regulations is prohibited.

Accessing, uploading, downloading, or sending information that is written in inappropriate language, including but not limited to sexual, racist, or abusive language, is prohibited.

Violation of copyright laws or otherwise use of intellectual property to which a user does not have rights is prohibited. Intellectual property includes but is not limited to music, movies, books, photos, games, and software.

Use of the internet that results in charges, including but not limited to monetary fees, billing violations, and unwanted subscriptions to Lake Park Audubon Schools is prohibited.

Destruction or alteration of another user's information is prohibited.

Use of another user's credentials is prohibited.

Computer storage and communications may be treated like school lockers. School officials may review all information and communications contained therein. Users should be aware that any information on the network might not be private. Third parties without the knowledge of the user and/or Lake Park Audubon Schools may access information sent over the Internet.

Consequences of Violations

- Suspension/revocation of computer access;
- Suspension/revocation of Internet access;
- School detention/suspension/expulsion;
- Legal action and prosecution by the authorities.

INTERVIEWS (STUDENTS & OUTSIDE AGENCIES)

Generally, persons other than a student's parents/guardians may not interview students during the school day, school district officials, employees and/or agents, except as otherwise provide by law and/or this policy. Requests to interview students shall be made through the principal's office.

MIDDLE SCHOOL PROMOTION AND RETENTION

Students who fail any semester/trimester of a yearlong class in the seventh or eighth grade are required to meet with the teacher within ten school days after the end of the semester to determine a plan to earn a passing grade. The plan may include attending study time, completing packets of missed work, repeating the class, and/or attending summer school. Students who have not acquired the necessary basic skills to be successful in the next grade may be referred to summer school and/or considered for retention. The middle school principal, counselor and faculty will review grades and special circumstances to determine promotion or retention. Students who have not achieved proficient on the MCA tests will be referred to attend summer school.

LOCKERS AND LOCKS

Each student is assigned to a locker and is responsible for the appearance and condition of that locker for the duration of the school year. Charges may be assessed for any damage done to lockers or for school locks that are not returned. Students are to use their assigned locker and not switch lockers.

Locks may be used on lockers. Locks will be removed without regard if necessary. Students should not share their lockers or combinations with other students.

It is recommended that you do not leave money or other valuable items in your locker. If you have money or possessions that you do not want to lose, you may bring them to the office for security. The school is not liable for lost or stolen items.

LUNCH / BREAKFAST

The District Administrative Assistant in the office will take lunch money deposits. Applications for free or reduced price lunches should be submitted to the superintendent's office for approval. Students receiving free or reduced price lunches may not use personal identification number (PIN) to buy meals for anyone other than themselves.

It is recommended that lunch deposits be made by the week or by the month. The cost for lunches will be established and announced by the Board of Education prior to the first day of school each fall.

First lunch (grades 7-8) is from 11:09-11:29; Second lunch (grades 9-10) is from 11:45-12:10; and Third lunch (grades 11-12) is from 12:36-1:01.

MEDICATION 516

School personnel will not provide students with any medication. District office staff may store medications for students who are on prescribed drugs. If a student must take medication from home, he/she must bring the medication to the office with written instructions from the parent or physician as to how it is to be administered.

MONEY, VALUABLES AND PERSONAL PROPERTY

Please pay by check whenever possible. The school is not responsible for valuables that are lost, damaged, or stolen at school. Phones, iPods, MP3 Players, cameras, expensive watches, jewelry and large sums of money should not be brought to school. If they are brought, they are the responsibility of the student.

OFF CAMPUS MISCONDUCT

Students engaging in off campus misconduct (with a connection to the school, the students or the employees) may be subject to disciplinary action by the school district.

OPEN CAMPUS

Open campus will be used during the designated lunch times for our students in grades 10-12 under the following conditions:

1. The student in grades is passing all courses with a C or higher (this includes online classes)
2. The student is no more than 9 assignments behind in any online class
3. The student had no disciplinary actions, including detentions or suspensions
4. The student has a signed waiver from their guardians

Students who violate one of the above guidelines and leave school without administrative approval will lose their open campus privileges as follows:

1. First Offense- Loss of privileges for two weeks.
2. Second Offense- Loss of privileges for the nine weeks
3. Third Offense- Loss of privileges for the remainder of the year
4. Further offenses will result in consequences such as detentions, suspensions, ext.

Students are required to be back before the beginning of their next class period. If students are excessively tardy, the consequences above will take place.

OPEN ENROLLMENT / PSEO

The district participates in the Enrollment Options Program as established by MN Statute 124D.03. PSEO students are no longer in attendance at LPA and are required to follow visitor procedures.

PARENT ACCESS

Parents will have access to their student's school information through the internet. Student information includes attendance, food service accounts, grades and discipline information. User ID's and passwords are available to families upon request. This information is password protected; therefore, parents/guardians will only have access to their child's records.

PASSES

From Room to Room: Passes will be used to gain admittance from one room to another. Passes should not be issued to a room where a class is in progress. If a student has class work to do in the Media Center, he/she may obtain a pass from the instructor who made the assignment. The student should report to his/her assigned class/study hall first.

For Leaving the Building: Students are to obtain a pass to leave the building from the office. Students are to sign off in the log when leaving and upon return to school.

PLEDGE OF ALLEGIANCE

Students shall recite the Pledge of Allegiance to the flag of the United States of America on a regular basis. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect other persons' rights to make that choice. Students will be instructed in proper etiquette toward, correct display of, and respect for the flag, as well as in patriotic exercises.

POSTERS / FLYERS

Posters or signs shall not be placed in the building without permission from the office. Posters shall be neat and beyond reproach in subject matter, grammar, spelling etc. Posters are to be removed by the individuals who posted them the day following the event or function.

Approved posters may be displayed in the following areas:

Designated hallways;

Individual rooms and showcases with the permission of the teacher.

PROM

Prom dates who are students must be from the sophomore, junior, or senior classes. Discretion will be made by Prom advisors.

PUBLIC DISPLAY OF AFFECTION

In order to maintain high standards of conduct, students should refrain from public displays of affection in the school building, on school property, and at school-sponsored events. Inappropriate touching will not be tolerated. On first offense, the couple will receive a verbal reprimand. On second offense, a disciplinary referral is to be completed and the principal will confront the couple. If the inappropriate behavior continues, parents will be notified and if deemed necessary, a conference with the principal, couple, and parents will be scheduled as needed.

PUBLICATIONS & ACTIVITIES (SCHOOL SPONSORED)

The school district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities. Faculty shall supervise student writers to insure compliance with the law and school district policies.

REASONABLE FORCE STATEMENT

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when necessary under the circumstances to restrain or correct a student; or prevent bodily harm or death to another person.

REPORT CARDS & PROGRESS REPORTS

Grades are updated in ParentVue portal. If you would like a hard copy of a report card or progress report, please contact the office.

SCHEDULING ACTIVITIES

An advisor must schedule all activities. Dances, concerts, fund raising drives, club meetings, etc. must be scheduled on the district-scheduling calendar. The calendar will be approved by the administration and published by the AD/Counselor Administrative Assistant. Any group planning a fundraising activity must get the request approved in advance by the building principal.

SCHOLASTIC ELIGIBILITY

The purpose of this policy is to raise the level of expectations among our student extra-curricular participants, following the regulations for activities sponsored by the Minnesota State High School League.

Students must realize that their first concern shall be their performance in the classroom. Our extra-curricular program is supplemental to the classroom and must be looked at as an earned privilege, not a guaranteed right. To uphold the standards and ideals of Lake Park Audubon activities, the following rules and academic expectations have been established.

THIRD AND SIX WEEK PROVISIONS:

1. Any student who receives a failing grade (F) or incomplete grade (I) at the time regular progress reports are issued, will be subject to a seven calendar day warning or grace period. The warning/grace period runs from the end of the school day on Wednesday to the end of the school day on the Wednesday following grade submission.
2. During this time, the student remains eligible for activities but must raise the grade to passing status by 3:15 pm of the 7th day.

3. Grades will be pulled from the Student Information System and shared with the coaches, AD, classroom teachers, and building principal. The coach shall inform the student and the parents of the dates of the warning/grace period. It is the student's responsibility to raise the grade from failing to passing status.
4. Should the teacher declare the grade to be passing at the end of the 7th day, the teacher will sign a form, which the student will present to the Activities office verifying that the grade has been cleared - Eligibility will continue.
5. Should the grade remain failing, **the student will miss the next scheduled event and remain ineligible until a passing grade has been verified.**
6. A student who is receiving a failing grade in any class cannot be dismissed from class during the school day for a co-curricular or extra-curricular activity if he/she will be missing the class he/she is failing or incomplete.

END OF MIDTERM/SEMESTER PROVISIONS

1. Students who receive a failing grade (F) at the end of any academic midterm or semester will be declared ineligible. This period of ineligibility will begin the next school day following the date grade reports are due in the office.
2. During this time of ineligibility, the student may be allowed to practice or scrimmage but will not be allowed to participate in a contest or activity.
3. Final grades for Semester 2 will be used for eligibility status for fall activities.

POLICY FOR STUDENTS WHO FAIL MULTIPLE CLASSES

1. A student who receives multiple "F"s would serve the appropriate penalty; two F's double the penalty, three F's triple the penalty, etc.

PSEO, ON-LINE COLLEGE, HOME-SCHOOLED STUDENTS ETC.

1. All students that plan to participate in Category I or Category II school activities must follow the eligibility policy as approved by the Lake Park Audubon Board of Education. If a student is currently enrolled as a PSEO student, On-Line College at high school or at home or is a home-schooled student and participates in activities at Lake Park Audubon High School then these students with special enrollment status must also follow the grading, grade check and eligibility policy as noted. Students that fit into these special and aforementioned enrollment categories will submit their grades printed from on-line or from an official website and then present the grades to the building principal at both the 3-week and 6-week intervals in each quarter and once again at the end of the quarter. Should any of the students enrolled in the aforementioned categories present grades to the principal that are failing in weeks 3 or 6 then, they must re-submit grades during weeks 4 and 7 to verify and confirm eligibility as a student in good-standing and able to participate in Category I and Category II activities.

MINIMUM PENALTY: FAILING ONE CLASS

1. Football, Golf, Track, Clay Target
 - a. Varsity 1 game/meet
 - b. Junior High 1 game/meet
2. Volleyball, Baseball, Softball
 - a. Varsity 2 matches/games
 - b. Junior High 2 matches/games
3. Basketball
 - a. Varsity 3 games
 - b. Junior High 2 games
4. Wrestling
 - a. Varsity 3 matches
 - b. Junior High 2 matches
5. Category II Activities 1st public performance following a grading period

Individual Category II activities that are included in the Academic Eligibility policy are listed below. Students who are academically ineligible, according to policy, will not be allowed to participate in the activities listed:

Band and Choir

Jazz Band Solo Ensemble Contest Large Group Contest
Fall Festival Honor Choirs

*Band/Choir (Co-Curricular) 1st MSHSL sponsored competition or contest and/or the first “extra” performance

Miscellaneous

Field Trips Knowledge Bowl One Act Play Speech Meets Robotics School Play/Musical Performances
PAY

SCHOOL PICTURES

The school contracts annually to have pictures taken during the school year. Information regarding prices, times, and dates will be distributed. You are not obligated to purchase any pictures; the school simply offers the services. All students in grades 7-12 will have their picture taken. Seniors are encouraged to have senior photos taken during the summer. Senior photos submitted for the yearbook or school publication will be approved by senior class advisor and high school principal.

SCHOOL PROPERTY

Students are responsible for the books, school property and locker as assigned. Damage to books, lockers or other school property will be repaired or paid for by the student. Students are requested to help keep the floors and walls in the washrooms, halls, classrooms, etc... clean and looking presentable.

SCHOOL SONG

“RAIDER VICTORY”

Cheer, cheer for our fame and might.
Red, Black, and Silver, we'll win tonight.
Send the royal cheers on high,
Bring down the thunder from the sky.
What though the odds be great or small,
Our Raider high will win overall.
While the Royal Ones are fighting,
Fighting for Victory!

SEARCH OF STUDENTS' LOCKERS, DESKS, PERSONAL POSSESSIONS & PERSONS

Pursuant to Minnesota Statutes 121A.72, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers, desks, personal possessions, or persons provided for the convenience of students. School authorities, for any reason, may conduct an inspection of the interior of lockers, desks, vehicles, personal possessions, and persons at any time, without notice, without student consent, and without a search warrant.

The district may use a trained canine unit to inspect school lockers, indoor and outdoor areas, and the district parking lots.

School authorities will provide notice of a search to students unless disclosure would impede an ongoing investigation by law enforcement or school officials.

SENIOR PRIVILEGES

Privileges will begin after fourth-quarter midterm grades are posted. Seniors who are in good standing and on track to graduate will receive senior privileges. All bills must be paid in full. Permission is granted to sign out of the study hall to other areas of the school building or school grounds.

Seniors on track to graduate and in good standing will not be in class following graduation practice. They are to be in the school building only to complete coursework, plan and rehearse for graduation, or plan for post-secondary education or careers.

STAFF

You may contact staff via e-mail. Staff addresses are the initial of their first name followed by their last name @lpa.k12.mn.us
Staff information may be found on the district website.

TITLE IX

It is the policy of ISD 2889 not to discriminate based on sex or disability in admission to or employment in its educational programs or activities, as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator: Dr. Tim Godfrey, Superintendent, Lake Park Audubon School, 611 Vigen Lane, Lake Park, MN 56554.

TRANSPORTATION SAFETY POLICY

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, and at school bus stops including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
- C. Rules on the Bus
 - 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 alcohol, tobacco, e-cigarettes, vaporizers or drugs.
 - 9. Do not bring any weapons or dangerous objects on the school bus.
 - 10. Do not damage the school bus.
- D. Consequences
 - 1. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.
 - 1. Secondary (7-12)
 - 1. 1st offense – warning
 - 2. 2nd offense – 3-5 school-day suspension from riding the bus
 - 3. 3rd offense – 5-10 school-day suspension from riding the bus
 - 4. 4th offense – 10-20 school-day suspension from riding the bus/meeting with parent
 - 5. 5th offense – suspended from riding the bus for the remainder of the school year
 - 2. Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense. A principal or their designee has the discretion to revise an individual Bus Conduct Report, to give lesser punishment, to increase the school bus suspension and/or to include suspension, after reviewing each student's Bus Conduct Report.
 - 3. Other Discipline
 - 1. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.
 - 4. Records
 - 1. Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a

school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

5. Vandalism/Bus Damage

1. Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

6. Notice

1. School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

7. Criminal Conduct

1. In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.
- 2.

Students will participate in bus safety training of which will address the following competencies: school bus transportation is a privilege, not a right, district policies for student conduct and school bus safety, appropriate conduct while on the bus, the danger zones surrounding a school bus, procedures for safely boarding and leaving a school bus, procedures for safe vehicle lane crossing, school bus evacuation and other emergency procedures.

TRESPASSING

It is a violation of the law to be found in a school building or in an unauthorized area of the campus without permission. In general, anyone in the building should be an enrolled student, parent/guardian of a student, a guest with permission from the office to be in the building, or attending an event which is open to the public.

UNPAID BILLS

Students will be notified of unpaid bills and a payment due date. Failure to make payment or establish a payment plan may prompt a request for assistance from appropriate agency. Diplomas will not be provided to any graduates with outstanding bills.

VEHICLES

Students are not permitted in vehicles during the school day without permission from the office. Students are permitted to park in a school district location as a matter of privilege, not of right. Students are to park in the lots directly west of the school.

Approval for a student using a motor vehicle during the school day will be granted by administration only in cases where it is necessary. Written permission from parent/guardian prior to approving driving during the school day is required. Students are to sign in and out of the building in the office.

Should the need arise, a student may be granted permission to move or use his/her vehicle during the day by the administration (or designee) or the high school secretary.

Students in grades 10-12 may drive alone or with immediate family members upon written parental permission and administrative approval. Driving contracts are available in the office.

VISITORS~903 Visitors to School District Buildings and Sites

All visitors, including parent/guardians and PSEO students, are required to report to the district office when entering the building to sign in and pick up a visitor identification label. Visitor identification labels are issued during the school day 8:30 a.m. to 3:20 p.m. Student visitors are not allowed to accompany LPA students to their classes.

Administration has the statutory right to ban someone from school premises, Minnesota Statute 69.605(4).

WITHDRAWAL PROCEDURES

Please notify the office at least three days prior to withdrawing your student when moving out of our school district. You are asked to indicate the last date of attendance and the name of the new school district.