

Cook County School District

ISD #166

# **Cook County Middle School and High School Student Handbook 2023-2024**

*Success for Each; Respect for All*



## **Home of the Vikings**

*Serving the Communities of Cook County*

**[www.cookcountyschools.org](http://www.cookcountyschools.org)**

*Pending Approval by Cook County ISD 166 School Board  
August, 2023*

**2023-2024 Cook County Middle & High School Student Handbook  
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## GENERAL INFORMATION

**Mission Statement:** *“Success for Each, Respect for All.”*

**Vision Statement:** The Cook County School District is committed to academic excellence. We promote success for each student through high expectations and responsiveness to the individual student’s needs. Our culture fosters respect for all members of the school community, recognizing and welcoming our diversity. We provide a safe environment in which mental and physical health is a priority. We honor collaboration with student, family, and community stakeholders in the educational process. We work together to set and meet goals that will fulfill our vision. In a mutual effort of vigilance we will monitor and adapt our performance.

### **Welcome to Cook County Middle and High Schools**

Cook County Public Schools is recognized as a district that prepares students to be engaged citizens who make a positive impact by:

- Inspiring curiosity, creativity, empathy and a passion for lifelong learning
- Creating rigorous and enriching learning experiences
- Cultivating reflection, an understanding of historical context, and a diverse world view
- Preparing students with self-awareness and strong communication and problem solving skills
- Meeting the needs of each student in a safe and nurturing environment

As students, your number one job is to be responsible for your education and behavior in our schools. We have high expectations for each and every student who walks into our building. Students are expected to conduct themselves in a respectful manner at all times. Staff and students will work together in creating a school climate based on respect for all. I’m looking forward to a fun and exciting 2022-23 school year!

*Note: Some policies in the handbook are summarized. If you want a full copy of the policy, please contact the principal or district office or check our district website for the full policies. Students at the Grand Marais Campus of Cook County Schools are protected by Security Systems and Video Surveillance Cameras.*

### **Statement of Equal Opportunity**

*The Cook County Schools is obligated under the law to provide equal opportunity for education and employment and therefore, will not discriminate on the basis of race, color, creed, religion, sex, marital status, economic status, disability, or age. (ISD 166 Policy 102)*

### **School Hours**

Students are welcome from 7:45 a.m. until the buses leave in the afternoon. Any student in the building at any other time must be under the direct supervision of a staff member. Violations will result in disciplinary actions.

<u>High School Daily Schedule (A/B)</u>	<u>Middle School Daily Schedule (A/B)</u>
Period 1: 8:05 - 9:35	Period 1: 8:05 - 9:35
Period 2: 9:40 - 11:05	Period 2: 9:40 - 11:05
MS Lunch / HS Advisory: 11:10 - 11:40	MS Lunch / HS Advisory: 11:10 - 11:40
HS Lunch / MS Advisory: 11:45 - 12:15	HS Lunch / MS Advisory: 11:45 - 12:15
Period 3: 12:20 - 1:45	Period 3: 12:20 - 1:45
Period 4: 1:50 - 3:15	Period 4: 1:50 - 3:15

### **School Visitors**

Other High School/Middle School students may visit school when accompanied by a parent. Student visitors must sign in at the PK-12 Office and wear a visitor's badge at all times during your visit. All other student visits must receive prior approval from the principal. Visiting students may be required to present a recommendation from the visitor's school principal. Parents and guardians are encouraged to visit the school to discuss their student's educational progress. All parents and guardians are welcome to visit school, however, Cook County Schools requires the courtesy of a call ahead of time so your visit can be accommodated to the best of our ability. Upon arrival at school, all visitors must sign in at the office and wear a visitor's badge during your visit. *MS 609.605(4)*

### **Directory Information**

Student directory information will be given to the armed forces by the district office when requested. If parents do not want this information shared they must make this request in writing to the district office by September 15th. Other requests to limit or prevent publication of student names in the press or our school publications, must also be requested by September 15th.

### **Public Applicant Data**

The following information on applicants for employment is public (*Minn.Stat. §13.43, Subd. 3*): veteran status; relevant test scores; rank on eligible list; job history; education and training; work availability; and name, once selected for an interview

### **Public Student Data**

The following information on students is public if the school district where the student is enrolled has classified it as directory information (and there has not been a request to keep it private after notice to the parents/eligible student) (*Minn. Stat. §13.32; 20 U.S.C. § 1232g et seq.*): name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e. full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended; and the name, address and telephone number of the student's parent(s).

### **Public Data on Appointed Officials**

The following data on all applicants for appointment to a public body are public (*Minn. Stat. §13.601, Subd. 3*): name; city of residence (except where the appointment has a residency requirement that requires the entire address to be public); education and training; employment history; volunteer work; awards and honors; and prior government service or experience. Once an individual has been appointed to a public body, the following items of data are public: residential address and either a telephone number or electronic mail address (or both at the appointee's request). (*ISD 166 Policy 406*)

### **The Pledge of Allegiance**

*The Pledge of Allegiance will be recited each Monday morning, or the first day of the week. In accordance with Minnesota Statutes and ISD 166 Policy, any student or teacher may decline to participate in recitation of the Pledge of Allegiance to the flag. Students and staff must respect the choice to not recite the pledge.*

### **Entering and Leaving the Building**

All students must use the Main Entrance Eagle Door for entering and leaving the building. This is for security purposes. Students using any other door or propping open a door are subject to discipline.

### **Emergency Procedures**

Students should be aware of the exit routes and proper procedures for each room in the case of an emergency. Each classroom has a posted map directing students to emergency exits. These maps are posted on the interior side of each classroom and office doors. *There are three main types of emergencies that you should be prepared for:*

### **Fire Alarm and Severe Weather Warnings**

1. When the alarm sounds, students should walk single file from the room to their designated exit or shelter area.
2. The first student to reach the exit should hold the door open until all people are out of the building, or an assigned adult has taken their place. In the case of weather warnings, students will be directed to designated shelters.
3. During fire alarms, everyone should move 500 feet from the building and remain there until further instructions are received, or the signal sounds for re-entering the building.

### **Bomb Threat and Other Emergency**

1. Students will conduct themselves in the same manner as a fire drill except that they will be moved to another building while the school building is being checked by the police. NOTICE: FALSE ALARMS ENDANGER OTHER STUDENTS, ARE ILLEGAL ACCORDING TO MINNESOTA STATE STATUTES. VIOLATORS WILL BE SUSPENDED IMMEDIATELY AND PETITIONS FILED WITH THE COURTS. EXCLUSIONS OR EXPULSIONS MAY ALSO RESULT.

### **Lockdown Procedures**

1. When it is announced that the school is in a lockdown without an intruder when class is in session, it means that all interior doors are locked, no students will be allowed to leave their class, and hallways are to be cleared. Classes will not be dismissed until the "All Clear" is given.
2. When it is announced that the school is in lockdown with an intruder, students are to get to the nearest room possible, all doors are locked, lights are shut off, students are to be away from the window and must remain silent until the "All Clear" is given.

### **Student Parking**

#### **Recreational Transportation and Vehicles**

The use of bicycles, scooters, skateboards, and similar modes of transportation are not allowed during the school day. The use of snowmobiles, ATVs, and other recreational motorized vehicles are not permitted during the school day. There are student designated parking spots. Students are required to have a parking permit if they are to park on school property. There is no charge for student parking. Students are NOT to park in the Visitor parking spots which are located in front by the main entrance. If a student is warned about parking in the visitor's spot or is parked in the firelane in front of the building, their vehicle is subject to towing. Students are STRONGLY discouraged from parking along West 5th Street/County Road 7.

It is a privilege to park your vehicle on school property. **Understand that student vehicles are subject to search upon reasonable suspicion by school officials.** If a student refuses to open a locked motor vehicle or its compartments under their control, school officials will have law enforcement notified in order to receive a search warrant for the vehicle. Weapons identified in the district weapons policy, alcohol, tobacco, ammunition, and illicit drugs are prohibited on school property. Students found to be in possession of these materials in their vehicles are subject to school disciplinary action.

## STUDENT CODE OF CONDUCT

### *Respect Policy*

***Respect is the cornerstone of all our interactions and behaviors. It is the centerpiece of our school mission statement. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitude.***

### **Expected Behavior at Cook County Middle School & High School**

Students are expected to demonstrate appropriate behavior in school, in the classroom, while being transported to and from school and at all school activities. Following our ***Shared Expectations*** is the best way to help you be successful every day at school.

### SHARED EXPECTATIONS

\*Please note that staff are continuing to implement Positive Behavioral Interventions and Supports (PBIS) this school year. This means your child will experience positive examples, and teaching of school wide positive and expected behaviors that are common to all areas of the school, and you may begin to receive increased communication about positive behaviors your child is displaying at school, (or areas we will support, and ask you to support as well). Any questions as this is implemented may be directed to your child’s teacher or the principal.

Cook County Middle School and High School Shared Expectations are school-wide expected behaviors focused on respecting ourselves, others, and our school in classrooms, hallways, the lunchroom, and before and after school. This proactive behavioral approach is centered on appropriate and positive behaviors which can lead and contribute to student success academically, behaviorally, and socially. Our goal is to create the conditions and relationships needed for students to strengthen themselves and make the right decisions. These expectations are reviewed regularly by teachers with students.

	<b>We Respect <i>Ourselves by...</i></b>	<b>We Respect <i>Others by...</i></b>	<b>We Respect <i>Our School by...</i></b>
<b>Classroom</b>	-being prepared for class -listening to staff -bringing a “can do” attitude	-allow others the right to learn -listening to others -not putting others down	-keeping desks, walls, books clean and undamaged -asking permission to use items that are not ours
<b>Hallways &amp; School Property</b>	-walking on the right side -being to class on time -speaking up when others are not respectful	-keeping hands, feet, shoulders to ourselves -using inside voice -not putting others down	-cleaning up hallways -taking care of your locker, others’ lockers, artwork, and posters -keeping bathrooms and locker rooms clean
<b>Lunchroom</b>	-eating a healthy lunch -demonstrating good table manners -picking up after ourselves	-being friendly and inviting -keeping our area clean -not putting others down	-picking up garbage on tables and floor -putting away trays and silverware -driving safely

<p><b>Before School</b></p>	<ul style="list-style-type: none"> <li>-remaining in designated areas</li> <li>-arriving on time</li> <li>-Coming to school prepared</li> </ul>	<ul style="list-style-type: none"> <li>-keeping hands, feet, shoulders to ourselves</li> <li>-removing hats and putting away electronics</li> <li>-not putting others down</li> </ul>	<ul style="list-style-type: none"> <li>-not touching others' phones, hats, iPods, backpacks</li> <li>-walking on sidewalks, behaving on the school bus, and driving safely</li> </ul>
<p><b>After School</b></p>	<ul style="list-style-type: none"> <li>-taking home and completing assignments</li> <li>-being involved in positive activities</li> <li>-staying after school when you need help</li> </ul>	<ul style="list-style-type: none"> <li>-keeping hands, feet, shoulders to ourselves</li> <li>-acting appropriately</li> <li>-not putting others down</li> </ul>	<ul style="list-style-type: none"> <li>-waiting patiently, quietly, and seated until the bell rings</li> <li>-not touching others' phones, hats, iPods, ect.</li> <li>-walking on sidewalks, behaving on the school bus, and driving safely</li> </ul>

## **ATTENDANCE, TARDINESS, SCHOOL CLOSINGS**

### **Release Time**

Students shall be excused upon written request from their parents or guardians for the purpose of religious instruction. An instructional program shall continue for the students remaining in school; however, no student shall be discriminated against or penalized because of attending religious instruction or remaining in school.

### **Weather Related Closing**

From time to time it becomes necessary to close schools due to bad weather. If weather conditions are not favorable, Cook County Schools closings will be announced on the following radio stations: WTIP (Grand Marais) and CKPR (Thunder Bay) and the following television stations: WDIO, KBJR, and KDAL. Cook County Schools will post closings on the School Web Site <http://www.cookcountyschools.org/>. Parents will also be notified using Campus Messenger. Cook County Schools respects the right of parents to keep their child home if they have concerns about weather conditions.

### **Campus Messenger - Automated Messaging**

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why ISD 166 uses Campus Messenger for Schools.

Campus Messenger is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the student's parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Campus Messenger is also used for general school announcements and for individual alerts regarding student attendance and food account balances.

Parents should contact the school office to learn how to update personal profiles allowing notifications of school closings and important messages to be sent to additional: phone numbers, cell numbers, email addresses or other electronic communication devices.

### **Students Leaving School for the School Day**

A student who must leave school during the regular school day for any reason other than a school-sponsored event must have a blue pass from the high school office. Students should pre-arrange this by bringing a note from home or a parent phone call. Students must sign out of school in the PK-12 office and sign back in upon return.

### **Attendance Policy**

Attendance is taken each day, and each period of every day. Each absence will be recorded as excused, exempt or unexcused. It is understood there are some reasons for a student to miss school, but every effort should be made to keep those to a minimum. Absence from school should be avoided whenever possible.

**Excused absences** require a parent/guardian to notify the office in writing or via a phone call why the student is absent. It is preferred that this be done at least one day prior to the absence if possible. Once a student has accumulated 9 undocumented excused absences per semester (more than 10% of the semester), any remaining absences must be documented (such as a note from a doctor), or they will be marked as unexcused. Any excused absence without documentation (such as a doctor's note) counts toward this limit.

***Students are required to communicate with the teachers to make up any missed assignments.***

**A parent has 24 hours from the time of the recorded absence to tell the office that the absence is excused.**

**After 24 hours, the absence will be unexcused. It is extremely important that students and parents/guardians understand the importance of notifying the school of any student absence. It is the intent of the school administration to work in partnership with parents to ensure school attendance.**



**Parents/guardians are strongly encouraged to minimize the number of excused absences. Any concerns or questions about this should be discussed with the principal.**

Excused absences should be limited to illness, medical or dental appointments, family emergencies, events such as funerals, legal appointments. Fatigue or undocumented medical excuses the day after a late return from attendance at an extracurricular activity is NOT an excused absence. Students who show up late for school will receive after school detention. "My parents or sibling(s) are running late", or "my car didn't start" is **NOT** an excuse for being late to school. Once a student has accumulated 9 undocumented excused absences per semester (more than 10% of the semester), any remaining absences must be documented (such as a note from a doctor), or they will be marked as unexcused.

**Exempt absences** are when students are absent from school for school-related activities or for other reasons as approved by the principal and/or Activities Director. Exempt absences do not count towards the limit of 9 excused absences.

**Unexcused absences** are anytime a student is not in class and there is no parent/guardian notification of excuse and the absence does not meet the criteria of being exempt, or a student has exceeded 9 undocumented excused absences per semester without documentation. **Truancy** (deliberately missing school or a class without the knowledge of parents/guardians and without justifiable reason) is also an **unexcused absence**. Minnesota State Law states a student having 7 unexcused absences (1 or more class periods on 7 different days) may be declared truant and be required to appear in court. (*M.S. 260.191, subd.1(b).(9)*).

***The following protocol will be followed:***

1. For any unexcused absence, parents/guardians will be notified by the PK-12 office through the Campus Messenger system. Students will be assigned detention for any unexcused class period.
2. If 3 unexcused absences (1 or more class periods on 3 different days), are recorded, a letter will be sent home and parent/guardian conference with the principal and student will be encouraged. This may result in the development of an Attendance Contract, mutually agreed upon by the parents, student and principal. Students will receive one day of ISS (In-School Suspension) for any unexcused absence after the 3rd UA (unexcused absence) and one for each thereafter.
3. 7 unexcused absences (1 or more class periods on 7 different days) will result in notification to the County Attorney, as required by Minnesota law.

### **Tardiness**

A student will be counted tardy if they arrive for class AFTER the bell for that class period has sounded. There are few reasons for a student to be tardy for class. If a student is late for legitimate reasons, the student will have a pass from a teacher, the PK-12 office or administrator.

### **Discipline for Tardiness to Class**

Students arriving late to school must check in at the PK-12 office for an admit slip. Lunch/after-school detention will be assigned for 3 tardies per class, per semester. Students exceeding 9 unexcused tardies (and every 3 thereafter) to a class during a semester will receive one day of In-School Suspension. More serious consequences may be imposed for excessive tardies to class/school. Teachers may have alternative consequences for tardiness to their classes.

## Student Absences Policy Summary

Exempt Absences	Excused Absences	Unexcused Absences
<p>Exempt Absences are limited to:</p> <ul style="list-style-type: none"> <li>● School-sponsored activities (e.g. field trips)</li> <li>● Extracurricular school activities (e.g. sports)</li> </ul> <p>Exempt absences count as student attendance and do not accumulate towards a student's record of absences.</p>	<p>Excused Absences are limited to:</p> <ul style="list-style-type: none"> <li>● Illness / Sick Days</li> <li>● Family Vacation</li> <li>● Emergency Days</li> <li>● Cultural Activities &amp; Ceremonies</li> </ul> <hr/> <p>More than nine (9) Excused Absences are considered Excessive Excused Absences.</p> <p style="text-align: right;">→ → → →</p> <p>At nine excused absences, notification letters will be sent to:</p> <ul style="list-style-type: none"> <li>● Parents / Guardians</li> <li>● School social worker</li> <li>● Grand Portage Education Director (if applicable)</li> </ul> <p>After nine excused absences, only illnesses documented by a health care provider will be excused.</p> <p>If a student exceeds nine undocumented excused absences, additional absences accumulate as Unexcused Absences.</p>	<p>Unexcused absences are any time a student is not in class and does not meet the criteria for an Exempt or Excused Absence.</p> <p>Unexcused Absences include:</p> <ul style="list-style-type: none"> <li>● Students skipping school</li> <li>● Absences not called in by a parent within 24 hours of the absence.</li> <li>● Excessive Excused Absences (more than nine undocumented)</li> </ul> <p>Truancy implications:</p> <p>If 3 unexcused absences are recorded, a notification letter will be sent home and a parent/guardian conference with the principal and student will be encouraged.</p> <p>Students having 7 unexcused absences may be declared truant and be required to appear in court.</p>

### **Hall Passes**

All students are expected to be in their assigned class unless they have been issued a pass from a teacher, administrator or office personnel. Students who cannot produce a legitimate hall pass upon request OR who do not adhere to the expectations of their assigned pass may lose the privilege of having hall passes.

### **ACADEMICS**

#### **Parent Teacher Conferences**

Our school calendar includes specific dates for parent teacher conferences during the school year. In addition, parents are encouraged and welcome to schedule additional conferences with teachers when either party feels that such a conference is needed. Other staff members may be included in these conferences at the discretion of the teacher or the parent.

#### **High School Grade Promotions**

Senior High promotions are made by credits in grades 9-12. A change in grade status shall be granted as follows:

- Freshman (grade 9): Student has earned fewer than 6 credits
- Sophomore (grade 10): Student has earned at least 6 credits in grade 9.
- Junior (grade 11): Student has earned at least 12 credits in grades 9-10.
- Senior (grade 12): Student has earned at least 17 credits in grades 9-11.

#### **Weighted Grading Scale**

The school board has approved a weighted grading scale for students taking Advanced Placement (AP) and College in the Schools (CITS) courses. This will have a direct impact on class rank and grade point average (GPA). PSEO courses will NOT be weighted. Weighted courses include: AP Calculus, AP Environmental Science, AP Human Geography, AP Chemistry, AP World History, AP Spanish AP Biology, AP English 11, AP Physics, AP Art, CITS Economics, CITS Composition, and CITS Literature.

Grade	Unweighted (GPA)	Weighted (GPA)
A	4.000	4.400
A-	3.667	4.087
B+	3.333	3.833
B	3.000	3.400
B-	2.667	3.087
C+	2.333	2.733
C	2.000	2.200
C-	1.667	1.667
D+	1.333	1.333
D	1.000	1.000
D-	.667	.667
F	0	0

## High School Commencement

Students who have successfully completed all state and school district requirements shall be granted a diploma. Graduating seniors may participate in the CCHS Graduation Commencement ceremony if they have:

1. Successfully met all credit and assessment requirements for earning a high school diploma as defined by the Minnesota Department of Education and Cook County High School
- AND**
2. Are enrolled (or concurrently enrolled or have fulfilled the requirements for early graduation) in Cook County High School no later than the beginning of the 4<sup>th</sup> quarter of the graduation year. (CCHS students who participated in an accredited foreign exchange program during their senior year are also eligible for participation in the graduation ceremony.) Students who transfer to CCHS during the 4<sup>th</sup> quarter due to parent/guardian relocations or other extraordinary circumstances may be considered for inclusion in the ceremony as approved by the CCHS Principal and Superintendent.

***\*Students who have not successfully completed all graduation requirements will not be permitted to participate in Commencement exercises. (Exception: Visiting AFS students may participate in Commencement and may receive a symbolic diploma.)***

### Honor Graduate Awards

Based on graduates' GPA at the end of the third quarter of their senior year, Honor Graduates will be recognized at the Commencement Ceremony as follows:

- High Honor Graduates: GPA 3.8 – 4.0 wear gold cords
- Honor Graduates: GPA 3.25 – 3.79 wear white cords

Based on graduates' GPA at the end of the third quarter of their senior year, the CCHS graduating senior with the highest high school cumulative grade point average will be awarded the honor of being named Valedictorian. The CCHS senior with the second highest high school cumulative grade point will be awarded the honor of being named Salutatorian. In case of a tie in GPA, the honor(s) will be shared. If the tie is for Valedictorian, there will be no Salutatorian that year. If there is a tie for Salutatorian, the honor will be shared.

### State Testing Refusal Form

**Updated Parent/Guardian Information and Refusal Form Posted:** Minnesota Statutes, section 120B.31, subdivision 4a was revised in the 2017 legislative session. As a result, MDE has updated and posted its [Parent Guardian Guide to Statewide Testing and Refusal to Test Form](#) (MDE website > Students and Families > Statewide Testing). You may access this form and provide it to the building principal if you refuse to allow your child to take the state reading or mathematics exam.

### Cook County Credit Recovery Program

Students who qualify for the Cook County Credit Recovery program may earn credits for graduation through successful completion of credit recovery courses. **Cook County credits must be completed by mid-quarter of the fourth quarter of a student's senior year in order to participate in Commencement.** Extraordinary circumstances (e.g., unexpected serious health issues OR extremely difficult and unanticipated life circumstances which prevent attendance) may be considered by the CCHS Principal or Superintendent as exceptions to the last mid-quarter deadline for credit completion. Students should see the school counselor or principal about enrolling in the credit recovery program.

### **Early Graduation Option**

Students, who are able to complete their required credits by the end of Semester I of their senior year, will have the option to not attend school Semester II. However, students will NOT be issued their diplomas until Commencement, with the rest of their class. Students selecting the Early Graduation option will be allowed to participate in the graduation ceremony and other senior related events in the spring. Sports participation must adhere to MSHSL rules. Students interested in the Early Graduation option must (with a parent or guardian) set up a conference with the School Counselor **by the end of their Junior year**. The Early Graduation option will need approval from the Principal and School Counselor.

### **Drop Add Deadlines**

Students desiring to drop or add a class for the 1st or 2nd semester must do so with the Principal or Counselor by the end of the first week of the semester (Four Days). Once the second week of the semester has started, all students will be required to stay in the selected class. The exception to this policy is if a student is on an IEP, 504 Plan, or medical issue resulting in missing a significant amount of class time.

### **PSEO Program**

By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, a district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the district in planning, a pupil must inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying or not notifying the district by May 30.

Enrollment requirements are:

- Must be a student in good standing
- Must reach eligibility requirements for the post secondary institution applying for
- Must fulfill eligibility requirements as outlined by Minnesota Department of Education

### **MS/HS Honor Roll**

At the end of each quarter, middle and high school students who have earned high grades are recognized by having their picture in the local newspaper. The criteria for this designation will be based on quarterly grade point averages (GPA). Students who achieve a quarterly grade GPA 3.8-4.0 will be on the "High Honor Roll" and students who earn a quarter grade GPA 3.25-3.79 will be on the "Honor Roll."

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

### **National Honor Society**

National Honor Society (NHA) members must show exceptional accomplishment in *Scholarship, Leadership, Character, and Service*. At Cook County High School, *Scholarship* eligibility is determined by GPA: 3.8 for sophomores, 3.7 for juniors, and 3.6 for seniors. GPA alone does not automatically get an individual into the NHS. *Leadership, Character, and Service* eligibility is indicated by outstanding accomplishments in the school and community. In order to be considered for membership in a local NHS chapter, a student must also have been enrolled in that school for at least one full year. Each spring since 1961, CCHS has added a few exceptional students to its NHS chapter. The NHS Selection Committee reviews applications and determines who makes the NHS.

## Procedures for Students Taking Online High School Classes During the School Day

Following are the rules for students taking an online course and have a period in which s/he is not assigned to a CCHS classroom:

### Stay On Campus

- Required for all students taking online high school classes
- You **MUST** be in the MS/HS Media Center or other designated assigned area.
- You may use a school computer (these are designated in the Media Center) to work on your online coursework or other work from your ISD #166 classes. *You cannot use a computer for any other purposes.*
- If you do not have computer work to do, you must sit quietly and read or study. You cannot talk to or distract other students who are in the Media Center.
- If you come to the Media Center for the period, you must **STAY** for the entire period. You cannot be in the hallways or decide to leave campus after the period has begun.
- If you fail an online course, that record will end up on your transcript and you are subject to participation consequences.

### Leave Campus

- Only an option for juniors and seniors who are taking PSEO courses.
- Only juniors or seniors may leave campus during the school day for the PSEO course. If a junior or senior taking a PSEO course wants to leave campus during their assigned online period, the student must have a signed parent permission – one permission slip can address that period on all school days. If you choose to leave the building, you must leave campus, ie, you cannot sit outside.
- PSEO/Honors Online students **MUST** sign in or out every time they leave campus. If the student chooses to leave campus, the student must do so immediately after the end of the class period, and return promptly for the scheduled on-campus class. Students cannot be in the hallways.
- ***Returning late from taking PSEO/Honors Online will result in disciplinary consequences.***

## **COOK COUNTY SCHOOLS STUDENT DRESS AND APPEARANCE**

*(ISD 166 Policy 504)*

Cook County students are expected to dress appropriately for school. The dress code intended to provide clear guidance to students and parents regarding clothing choices appropriate for attendance at Cook County Schools. Dress Code is in effect during the entire school day. When on campus, students must comply with these standards.

### **I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. It is intended to promote a positive, respectful learning environment in addition to promoting life skills in the workplace. Administration is expected to enforce this policy and may adjust it as appropriate. Parental and student concerns about enforcement of this policy should be addressed through the building principal and then the superintendent.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather and the learning environment.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
  - 4. Clothing/Accessories which would be considered appropriate by an employer and/or job interview.
  - 5. Clothing/Accessories which reflect positive school spirit.
  - 6. Clothing/Accessories which do not interfere or disrupt the learning environment.
- C. Inappropriate clothing includes, but is not limited to, the following:
  - 1. Clothing that is overly revealing, or suggestive in nature.
  - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
  - 3. Sports bras, traditional bras, underwear and other undergarments should not be visible - this includes during gym classes and extracurricular after school practices.
  - 4. Pants or jeans with holes in the seat or high thigh area should not be worn.
  - 5. Apparel promoting products or activities that are illegal for use by minors.
  - 6. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  - 7. Clothing/Accessories promoting rebellious or disruptive activity.
  - 8. Sunglasses, costumes, tails, slippers, long chains and other items or attire which distract from the learning environment are not allowed. Principal may make exceptions for special events such as Homecoming.
  - 9. Any apparel or footwear that would damage school property.
- D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

- E. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### **III. PROCEDURES**

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

This policy is intended to promote a positive, respectful learning environment in addition to promoting life skills in the workplace. Administration is expected to enforce this policy and may adjust it as appropriate. Parental and student concerns about enforcement of this policy should be addressed through the building principal and then the superintendent.

Extra t-shirts and pants are available for students to wear if they have nothing extra in their locker. If a student refuses to change or remove the inappropriate clothing, they will be suspended from school for insubordination. These guidelines also insure compliance with protections found in statutes protecting students in accordance with school district policy



## **FOOD SERVICE, OPEN LUNCH POLICY, DISPLAYS & LIBRARIES**

### **Food Service**

#### **Minimum Balance / Charging / Lactose Free Policies**

Financial management of student accounts at Cook County Schools is incorporated into our student information system (Infinite Campus). Students are required to deposit money into accounts for the purpose of purchasing food (in addition to the free meals) from our cafeteria.

Students must have a positive lunch balance to purchase extra or ala carte items. Notification of an empty account balance will be sent using the following methods:

- o Letters to Parents/Guardians
- o Phone Calls to Parents/Guardians

Charges to accounts with low balances:

When the balance reaches zero, a student may charge no more than \$10.00 to their account. The school will not deny a standard or alternative meal to a student, but will not allow further ala carte or extra item purchases with a negative balance.

#### **Lactose Free Requests**

Parents/guardians must turn in a written note in order informing CCS to provide lactose free milk to their child.

#### **Breakfast**

**Breakfast:** Breakfast is served from 7:45 am until 8:05 am Monday through Friday. Students should be out of the cafeteria by the sound of the first bell and in class by the sound of the second bell at 8:05 am. Breakfast should be eaten in the cafeteria and not in a classroom.

#### **Lunch**

**Gr. 6-10 Lunch:** Grades 6-10 students have a closed lunch period and must remain on campus during lunch. All food served during lunch must be consumed in the cafeteria or in the proposed courtyard outside the gymnasium. Students must go where directed by the adult supervisors.

**Open Lunch Privilege Gr. 11 & 12:** Juniors & seniors have the *privilege* of leaving campus for lunch IF the student is in good academic standing and follows the defined procedures and guidelines for leaving and returning to campus. The *ISD 166 Open Campus Policy 534* is as follows:

#### **I. PURPOSE**

The purpose of this policy is to set forth school board expectations pertaining to open campus at I.S.D. 166.

#### **II. GENERAL STATEMENT OF POLICY**

I.S.D. 166 maintains an open campus during lunch privilege for students in grades 11 & 12. I.S.D. 166 is a closed campus at all other times during the school day unless expressly authorized by administration.

#### **III. OPEN CAMPUS FOR GRADES 11 & 12 DURING LUNCH**

Open campus during lunch is a privilege, not a right. The open campus privilege during lunch is earned by meeting the following criteria:

1. An open lunch agreement signed by both the student and parent is submitted to the PreK-12 office.
2. Open lunch for juniors and seniors will be revoked for the following reasons:

- A. The student must have excellent attendance which means:
    1. No more than 3 unexcused tardies total
    2. No more than 1 unexcused absences total
  - B. Be in good disciplinary standing which means:
    1. no more than 1 disciplinary incidents
    2. no weapons violations
    3. no physical fights or assault related violations
  - C. Passing all classes.
  - D. Must be academically considered a junior (minimum of 12 credits) or senior (minimum 17 credits)
  - E. Any of these violations will result in a loss of off-campus lunch privilege for 40 days (approximately 1 full quarter).
3. Principal approval
    - A. The principal must approve all application requests.
    - B. The principal may give conditional approval or revoke open lunch privileges for any student.
      1. Examples for conditional approval include but are not limited to:
        - Individual student IEP or 504 requirements
        - Behavior contracts
        - Attendance contracts
      2. Examples of reasons for revoking open lunch privileges include but are not limited to:
        - Unsafe driving on or off campus
        - Controlled substance or alcohol use at any time
        - Violation of discipline policy
        - Disrespectful actions toward people or property
  4. Additional clarifications for open campus during lunch for 11<sup>th</sup> and 12<sup>th</sup> Graders.
    - A. The campus may be closed by the principal or superintendent during severe weather including, but not limited to extreme cold, freezing rain, snow, thunderstorms, or high wind warnings.
    - B. The campus can be closed by the principal or superintendent for safety and security reasons as necessary. Examples include an emergency near the schools, canine unit searches, illegal activity in or near school, etc.
    - C. The campus can be closed by the principal or superintendent in the event that there is an outburst of disruptive or disorderly behavior by the students.
    - D. Parents/guardians maintain the right to call and remove their child's off campus lunch privilege if they deem necessary. When a parent requests removal of their child's privilege it will be for the remainder of the quarter.

### **III. OPEN CAMPUS GRADES 9-12 DURING ACADEMIC TIME**

1. The school board authorizes the superintendent or principal to allow open campus for students in unique or specific instances, including, but not limited to:
  - A. IEP or 504 plans
  - B. Job shadowing
  - C. Work internships
  - D. Community Service
2. Open campus during study halls is not allowed.

3. Parents wishing to eat lunch with their child may bring food to the cafeteria and eat with their child there. Parent/guardian must check in at the PK-12 office before entering the building.
4. **No** “blanket” passes will be accepted. Example, “my child may leave for lunch whenever he/she wants to during the school year.”

#### **Posters, Signs and Hall Displays**

Posters and signs in the Middle and High School halls, must be related to school activities or be school sponsored and be approved by a school staff member and the Principal. All signs and posters must be stamped “Approved” by the PK-12 office prior to being displayed.

#### **Cook County Schools Library Policies**

Students and staff of Cook County Middle School/High School and Sawtooth Mountain Elementary School will be issued a library card for use in the school libraries. Please present your card for check out and use your card when reserving materials online. You are responsible for all materials checked out on your card.

Loan periods vary according to item. You are responsible to return your item by the due date stamped on the item or renew online through “My Account”. Items not returned within 30 days of the first overdue notice will be considered lost and you will receive a bill for replacement costs.

Suspension of privileges may occur when a borrower has 3 overdue items. When all items are returned or replacement costs covered, privileges will be restored. Seniors must have all books turned in and obligations paid for prior to receiving their diplomas.

## **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

### **Student Activities and Programs**

All students are encouraged to participate in co-curricular and /or extra-curricular activities each year. Co-curricular activities offer the students an opportunity to improve their skills in leadership, cooperation, initiative, sportsmanship, the use of leisure time, and to make new friends. To participate in co-curricular activities, which come under the formal direction of the Minnesota State High School League (MSHSL), students must be in attendance in school for the entire day.

Cook County High School/Middle School offers a variety of activities that complement our curriculum. All school activities are under the formal direction of the MSHSL and appropriate rules and regulations are followed. For further information regarding these activities, contact the High School office. In addition, students can earn a varsity letter in band. Contact the band director for details.

Cook County High School/Middle School also offers a number of athletic activities during the school year. Students have the opportunity to participate in boys and girls cross country running, volleyball, football, boys and girls basketball, downhill skiing, cross country skiing, baseball, softball, boys and girls hockey, and boys and girls track. The Cook County School District charges a usage fee for participation in athletics and some other activities. For more information about athletics or lettering in sports or other activities visit the Athletic Director's page on our school website <http://www.cookcountyschools.org/>

### **Student Conduct, Guidelines and Rules at School Sponsored Events**

Student conduct at MSHSL events is governed by the rules formed by the MSHSL. CCHS/MS students are required to abide by those regulations both at home and at away games. The same rules for expected behavior in school are to be practiced at school-sponsored events. Inappropriate behavior or failure to follow directives from responsible school personnel shall result in one or more of the following:

- Immediate directive to leave the building and/or grounds
- Call to parents
- Exclusion from the next three (3) school events
- Complaint filed with law enforcement if deemed necessary

### **Student Eligibility**

#### **Section 1.0—All MSHSL Sponsored Events**

A student who loses eligibility due to alcohol, tobacco or drug use as defined by the MSHSL forfeits eligibility for a period of two weeks or 25% of the events in a regularly scheduled season; whichever is longer. Current athletic season lengths and numbers of contests vary, but any penalties will be assessed consistent with the stated rule.

A student who loses eligibility for a second infraction forfeits eligibility for a period of six weeks or 75% of the events in a regularly scheduled season whichever is longer.

A third violation requires that a chemical evaluation be conducted and the loss of eligibility for twelve weeks or an entire season, whichever is longer.

Students who lose eligibility may attend practice sessions of the activity and are directly responsible to the coach. Under no circumstances will an ineligible student be released during the school day to attend events. All students participating in sports or activities are subject to the MSHSL Student Code of Conduct requirements. Violation of these requirements will result in the loss of completion time in accordance with MSHSL rules. Disciplinary actions taken by school administration for in-school behavior is also subject to MSHSL rules and can result in MSHSL sanctioned consequences.

## **Section 2.0—Academic Eligibility**

Any student who earns an incomplete or a failing grade at the end of a marking period will be subject to the loss of eligibility as follows:

A student who is academically ineligible may attend practice sessions of the activity as a direct responsibility of the coach. Under no circumstances will ineligible students be released during the school day to attend events. The length of ineligibility and penalties will be the same as for the MSHSL violations section 1.1. Penalties will not be progressive for academic ineligibility.

A student who has earned an incomplete remains ineligible until the incomplete is changed to a passing grade but for no longer period than in section one above.

The MSHSL requires that “Satisfactory Progress” must be made towards graduation.

Satisfactory progress would indicate that a given student is progressing towards graduation with the age/classmates who began ninth grade with that student.

In order for a student to be eligible at the end of the year, the student must have earned enough credits to make it mathematically possible for the student to graduate with their age/class mates. Any summer school, A.C.E. credits earned will be counted towards the total for eligibility.

Students who fail a 1st, 2nd or 3rd quarter class during the school year will be considered academically ineligible during the current or upcoming activity season during the same academic school year. The length of ineligibility and penalty will be the same as for the MSHSL violations section 1.1. High school students who fail a 4th quarter grade(s), but receive passing grades for all their 2nd semester classes will be considered eligible for fall activities for the following school year. Students who make up their failed semester credit (two classes) during summer school will be considered academically eligible for fall activities.

If a student fails more than one full credit (two classes) during 2nd semester, they will be considered academically ineligible. The length of ineligibility and penalty will be the same as for the MSHSL violations section 1.1.

### **Minimum Standards for Eligibility**

*Students must be in attendance all day to compete or practice in events scheduled for that day or to attend school events on that day, unless they are at a scheduled medical appointment or have an administrative excuse. The following figures are for the beginning of the school year:*

- For Sophomores, you must have earned a minimum of 3 credits to be eligible
- For Juniors, you must have earned a minimum of 10 credits to be eligible.
- For Seniors, you must have earned a minimum of 17 credits to be eligible.

Any student who does not meet these standards will be considered ineligible until such time that the credits have been earned. This could result in a student becoming ineligible for a full year in some cases. It is of paramount importance that care be exercised on the part of the student to maintain eligible status in regards to credits. **Other rules and eligibility requirements from the Minnesota State High School League can be obtained on-line under the publications tab <http://www.mshsl.org/>**

**Sexual/Racial/Religious Harassment/Violence & Hazing in League-Sponsored Athletic & Fine Arts Activities**  
(MSHSL 209.00)

**A. Bylaw:**

During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence and hazing bylaws of the Minnesota State High School League.

*Interpretation: The bylaw applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.*

**B. Reporting Procedures:**

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

**FEES**

Fees for MSHSL Participation

Middle School Athletics	\$125.00	Maximum Annual Individual Fees:	\$375.00
High School Athletics	\$150.00	Maximum Annual Family Fees:	\$600.00
One Act Play	\$75.00		
Robotics Team	\$75.00		

*Reduced or Free lunch eligible ½ price. Contact the Activities Director for more information.*

Fees for Athletic Events

<b>Students With Seasonal Paid</b>		<b>Season Passes</b>	
Participation Fee	Free	Students	\$40.00
Youth 19 and under	\$2.00	Adult	\$75.00
Adults	\$5.00	Couple	\$125.00
Seniors (62+)	Free	Family	\$175.00

Lunch and Breakfast Prices

Last spring the MN legislature decided to fund one breakfast and one lunch for all students in MN beginning in 2023-24. The free school meals include just one approved breakfast and one approved lunch per day. Families will be charged for any extra items and for ala-carte options as the school district is not reimbursed for extras. Please use the [Infinite Campus Parent Portal](#) to deposit funds into your student's meal account or submit a check to the main office.

<b>Breakfast Items</b>		<b>Lunch Items</b>	
Extra Meal	\$2.95	Extra Meal	\$4.95
Extra Entree	\$1.50	Extra Entree	\$2.00
Extra Milk	\$0.60	Extra Milk	\$0.60
Adult Meal	\$2.95	Adult Meal	\$4.95

<u>Other MS/HS Misc. Fees</u>	
Instrument Rental Fee	\$60
MS Industrial Technology Materials Fee	\$15
MS Art Materials Fee	\$10
HS Art Materials Fee	\$25
Industrial Technology Materials Fees	\$25
Driver's Education Fee (class & BTW)	\$470

### **Equal Educational Opportunity Policy 102 – Guidance**

Cook County Schools have students who identify as transgender or gender non-conforming. The District is committed to providing a safe and respectful learning environment and to provide an education that respects all students and families. Students of all gender identities are valued and welcome in the District. The purpose of this guidance is to clarify how the district supports our transgender students with respect to the use of names or pronouns, restroom/locker rooms, and record keeping.

**Names and Pronouns:** Transgender students may elect to change the name assigned to them at birth to a name that is associated with their gender identity. Students have a right to be addressed by a name and pronoun that corresponds to their gender identity. After conferring with parents and the student, school employees should use the pronoun and name with which the student identifies.

The School District's official student records should include the student's legal name and legal gender (generally the sex assigned at birth). A student's official record should be changed only upon receipt of documentation that such change has been made pursuant to applicable state law. Because the District maintains permanent student records that include the student's legal name and legal gender, official documents like diplomas or transcripts do not change unless the student's name is changed legally. However, where the legal name is not required, upon the request of transgender students and their parents, the student's preferred name should be used for district-related purposes, such as class rosters, club activities, student ID's, and in the yearbook.

**Restrooms and Locker Rooms:** The District will provide all students with access to use all facilities consistent with the students' gender identity per the MN Human Rights Act. We will strive to have restrooms and locker rooms with private enclosed changing areas, shower areas, and toilets for all students.

All students, including transgender and gender non-conforming students, shall be permitted to use any and all facilities consistent with their gender identity. Upon request, any student who desires increased privacy shall be provided with a reasonable alternative changing area (e.g., a nearby restroom stall with a door, an area separated by a privacy partition or a curtain, a PE instructor's office in the locker room or a nearby health office restroom) or with a separate changing schedule. Transgender and gender non-conforming students may only be required to use individual-user or otherwise separate facilities if every student is required to do so. There are two gender neutral bathrooms on campus. Any student is free to use a gender neutral bathroom if they prefer. Only one student is allowed in those bathrooms at a time.

**Data Privacy Considerations:** Under both state and federal law, information and data regarding one’s transgender status or sex assigned at birth is classified as private educational data. Only employees with a legitimate educational reason to know this information in order to perform their job have the right of access to this data.

### **LOCKS, LOCKERS & SEARCH POLICY**

Each student is assigned and is responsible for a locker for the entire school year. Each student will be given two locks during their middle and high school career. Students are expected to keep their locks from year to year. If a student needs a third or any subsequent locks, there will be a \$5 charge per lock issued to students. Cook County School District is not liable for stolen, or damaged personal property left in lockers; students should avoid bringing valuables to school. **KEEP YOUR LOCKER LOCKED AT ALL TIMES TO AVOID THEFT OF YOUR PERSONAL PROPERTY.** Lockers are school property; authorized school personnel may have access to any locker at any time, without notice, without student consent, and without a search warrant (*M.S. 121A.72*).

#### **Search of Student Lockers, Desks, Personal Possessions, and Student’s Person** (*ISD 166 Policy 502*)

##### **I. Purpose**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing ISD 166’s policies against contraband.

##### **II. General Statement of Policy**

- A. *Lockers and Personal Possessions Within a Locker.* Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
- B. *Desks.* School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- C. *Personal Possessions and Student’s Person.* The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

##### **III. Definitions**

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, book-bags, packages, and clothing.



- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

#### **IV. Procedures**

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

#### **V. Directives & Guidelines**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

#### **VI. Seizure of Contraband**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

#### **VII. Violations**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district’s Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

## **TECHNOLOGY USE POLICY**

### **Statement of Policy**

Use of the district computer network and the Internet is a privilege offered to the staff and students of Cook County Schools. In making decisions regarding access to the district network the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

The school district computer system has a limited educational purpose. Use of the system is limited to:

- Research and communication about topics being studied in school.
- Research and communication about topics that relate to professional or career development, community service, or employment.

Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

### **Internet Use Agreement**

The educational value to be gained from the proper use of the Internet and the school district computer system is the joint responsibility of students, parents, and employees of Cook County Schools. The district will assume that students have permission to use the Internet unless the parents or guardian returns a letter to the school office. A form letter is attached to the *Acceptable Use Policy*. District staff must read the *Acceptable Use Policy* and then sign and return to their supervisor the *Acknowledgement of the Cook County Schools Network Use Policy*. All signed forms will be on file in the Technology Office.

### **Limitation on School District Liability**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

### **Email Use**

Students in grades 6-12 will be eligible for school email accounts. All policies regarding "appropriate use" will apply to email student accounts. Students will be provided a complete policy guide for e-mail use from the District Technology Department.

### **Texting**

Cook County Schools policy prohibits school staff from texting students without a signed parent permission form. This form designates that the school staff person will only text students regarding the specific school sponsored activity.

### **Social Media Networking**

The Cook County School District recognizes the importance of online social media networks as a communication and e-learning tool. School staff may obtain permission from Administration to utilize social media tools for academic purposes. The District prohibits social networking relationships on non-district approved networks between Cook County Schools employees and students, and between Cook County Schools employees and alumni under the age of 18.

## **Cameras, Cell Phones, Headphones and Electronic Devices**

Students are strongly discouraged from using cell phones between the times of 8:05 - 3:15. Personal cell phone use in the classroom and on campus is a deterrent to learning and detrimental to students' social growth. Cell phones must be turned off throughout the day and stored in their lockers or left at home. Students will be allowed to check their phone for messages from home, etc during the passing period or on their way to lunch.

It is a privilege (*not a right*) for Cook County students to possess a cell phone and musical listening devices on school property. Students may maintain this privilege on bus routes and after hours as long as the rules of use are adhered to.

***School issued cameras are only to be used in school for class assignments, class projects or for teacher or principal approved occasions. Videotaping and photography without student or staff permission is prohibited. Under no circumstances should cameras (including cell phone cameras) be used in locker rooms or bathrooms. Students are expected to comply with data privacy at all times.***

School staff members will require students misusing cell phones or other personal electronic devices to turn them into the PK-12 office for the remainder of the day. On 3 violations of this policy students will be required to store their device daily in the PK-12 office for the remainder of the week, with further time requirements up to the end of the school year, or consequences as listed in this handbook, as determined by administration.

School staff members also have the authority to confiscate any electronic device that is used inappropriately or in violation of these rules. Any confiscated devices will be turned into the PK-12 office. Confiscated items will be returned to a parent/ guardian at the PK-12 office. School administration has the right to hold electronic devices and wait for parent/guardian to pick them up. School staff will treat all property with care, but are not responsible for damages.

### **DISCIPLINE POLICY & PROCEDURES**

#### **Definition of Misconduct**

Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal laws and Minnesota State rules, statute, and regulations will apply.

#### **Unacceptable Student Behaviors**

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. 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;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Non-school Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

**Corrective Actions:** *The severity of the offense dictates the consequence of any violation of the Cook County Respect Policy.*

- Discipline file entry, parent notification and counseling
- Detention (Lunch or After School)
- In School Suspension
- Out of school suspension
- Emergency expulsion (may or may not be final, depending on investigation of incident), final expulsion
- Police may be contacted, charges may be filed

### **How to File a Grievance**

Consult the Student Handbook and Harassment Policy of Cook County Schools. District Policy and all applicable laws will be followed regarding all grievances. Forms can be found on the district website or in the PK-12 office.

### **Referrals**

A referral is a written report that is sent to the Principal's Office. This report has the name of the student and a description of the behavior being reported. After receiving the referral, the principal will discuss the report with the student. It will then be determined whether a consequence is justified. A phone call will be made to the parent or guardian and a copy of the referral will be sent to them.

Our goal, through appropriate discussion and questioning with students, is to create the conditions and relationships needed for students to strengthen themselves and make the right decisions. Mistakes happen and one of the best ways to learn from them is to problem solve in order to develop better solutions and actions to take to improve situations in the future. *Please see the last page of the Discipline Policy for the Referral example.*

### **Detention**

Detention sessions will be conducted before school, after school, and during lunch periods. A teacher or administrator may assign detention as a consequence for inappropriate behavior. Assignment to detention takes priority over participation in District sponsored after school activities. Students with lunch detention may purchase a hot lunch from the cafeteria. If a student is issued detention of any kind, a parent or guardian will be notified by the teacher or administrator who assigned the detention. After school detention will last from 3:35PM – 4:15PM. Students participating in extracurricular activities will face natural consequences as a result of absences from practice due to detention.

### **In School Suspension**

This type of consequence can come from unexcused absences, unexcused tardies, inappropriate student behaviors, and/or significantly falling behind in class work. This will be a day used for remediation and help with homework.

### **Out of School Suspension**

A student may be dismissed from school for the remainder of the day for not meeting the school expectations or violating the student code of conduct. A parent/guardian will be notified immediately about the incident and reason for dismissal.

For the purposes of Out of School Suspension, the removal of a student from school shall be in accordance with the Pupil Fair Dismissal Act. Out of School Suspension (OSS) is a consequence for severely inappropriate behavior. This means the student will not be allowed to come to school for a specified number of days, but the student will receive credit for work completed during those days.

A student may be suspended from school for up to ten (10) school days for behavior which threatens the health, safety, or welfare of students or staff. A student may be suspended up to fifteen (15) school days and assigned homebound instruction if the district is pursuing an expulsion.

Parents/Guardians will be given a phone call and provided a written notice containing grounds for suspension. It will include a description of the prohibited, inappropriate, or chronic conduct for which the student has been suspended, a brief description of facts, and a readmission plan which shall include provisions for alternate programs of education to be implemented upon readmission of the pupil. Upon readmission, a conference will be held with the student, parent/guardian, and affected teacher to implement provisions of the readmission plan. If applicable, the police department may be contacted.

Students assigned Out of School Suspension are expected to leave the building in an orderly manner and to make up work assigned during the absence. ***No participation in extracurricular activities will be allowed on any day where a student is absent, dismissed, suspended, or expelled.***

**Example behaviors that leads to OSS include, but are not limited to:**

- Physical aggression with contact toward anyone
- Weapons violation
- Blatant insubordination towards staff members
- Swearing or significant disrespect toward staff members
- Illegal actions including use of fire/explosives on school property
- Significant harassment, sexual harassment, or bullying
- Possession or use of tobacco, alcohol, illicit drug, or over the counter mind altering substances

**Expulsion**

For behavior that threatens the health, safety, and welfare of students or staff, a student may be expelled by the Board of Education, District #166, for a period of up to a full calendar year.

**Exclusion**

A student may be excluded from re-entering the school program, or enrolling for the first time, if the student constitutes a serious threat to the health, safety, or welfare of students or staff.

### Specific Discipline for Student Conduct

There are six levels of Disciplinary Action and Behaviors identified and recommended according to student conduct.

#### Six Levels of Disciplinary Action

#### Behaviors in each category, but not limited to:

<p><b>Level 1</b></p> <p><b>1<sup>st</sup> Offense</b> – Written warning, parent notification</p> <p><b>2<sup>nd</sup> Offense</b> – Lunch Detention</p> <p><b>3<sup>rd</sup> Offense</b> – After school Detention</p> <p><b>4<sup>th</sup> Offense</b> – In School Suspension</p> <p><b>5<sup>th</sup> Offense</b> – Out of School Suspension</p>	<ul style="list-style-type: none"> <li>● Inappropriate Language</li> <li>● Horse Play</li> <li>● Dress Code Violations</li> <li>● Classroom Disruption</li> <li>● Public Displays of Affection</li> <li>● Bullying (unintentional, minor bullying)</li> <li>● Inappropriate Use of Personal Electronic Devices</li> <li>● School Bus Violation</li> <li>● Parking Violations</li> <li>● Inappropriate use of Cell Phones or Social Media during the school day</li> </ul>
<p><b>Level 2</b></p> <p><b>1<sup>st</sup> Offense</b> – After School Detention</p> <p><b>2<sup>nd</sup> Offense</b> – In School Suspension</p> <p><b>3<sup>rd</sup> Offense</b> – Out of School Suspension (1 Day)</p> <p><b>4<sup>th</sup> Offense</b> – Out of School suspension (2-3 Days)</p>	<ul style="list-style-type: none"> <li>● Insubordination &amp; Disrespect Towards Staff</li> <li>● Verbal/Written/ Electronic Abuse</li> <li>● Violation of Internet Policy</li> <li>● Inappropriate or demeaning actions based on race, color, creed, religion, sex, marital status, disability, national origin, or sexual orientation</li> <li>● Scholastic Dishonesty, Cheating, or Plagiarism</li> <li>● Leaving School/Classroom without Permission</li> <li>● Bullying, Cyber Bullying (physical or emotional harm)</li> <li>● Falsifying Notes</li> <li>● Unexcused Tardies (3)</li> <li>● Unexcused Absences per Class</li> <li>● Property Damage</li> <li>● Inappropriate Use of School Property (i.e. Lockers, Computers)</li> <li>● Dishonesty Towards Staff Members</li> <li>● Illegal Parking/Exhibition Driving</li> <li>● Leaving Class or School Grounds without Permission</li> <li>● Careless or Reckless Behavior</li> <li>● Inappropriate use of Cell Phones or Social Media during the school day</li> </ul>
<p><b>Level 3</b></p> <p><b>1<sup>st</sup> Offense</b> – In School or Out of School Suspension (1-2 Days)</p> <p><b>2<sup>nd</sup> Offense</b> – Out of School Suspension (1-3 Days)</p> <p><b>3<sup>rd</sup> Offense</b> – Out of School Suspension (3-5 Days)</p>	<ul style="list-style-type: none"> <li>● Insubordination &amp; Disrespect Towards Staff</li> <li>● Falsification of Records, Documents, Notes, or Signatures</li> <li>● Violent outbursts or a threat to the welfare and safety of Self, Students and/or Staff</li> <li>● Verbal/Written/Physical Threat towards Student(s)</li> <li>● Possession or Distribution of Slanderous, Libelous, or Pornographic Materials</li> <li>● Unauthorized Use of Property or Trespassing</li> <li>● Possession of Vape, Alcohol, Tobacco, Drugs</li> </ul>



		<ul style="list-style-type: none"> <li>● Harassment, Bullying, or Cyberbullying (repetitive acts causing emotional and physical harm)</li> <li>● Careless or Reckless Behavior leading to unintentional bodily harm</li> <li>● Inappropriate sexual conduct (including electronic methods of harassment or inappropriate behavior)</li> <li>● Fighting (Self-Defense)</li> <li>● Theft (\$20 or Less)</li> <li>● Gambling</li> <li>● Inappropriate use of Cell Phones or Social Media</li> <li>● Inappropriate Use of Flammable Equipment (<i>i.e. Science or Industrial Technology Equipment</i>)</li> <li>● Using, Possessing, or Distributing Illegal Items/Articles that are harmful to People/Property such as Drug Paraphernalia</li> </ul>
<b>Level 4</b>	<p><b>1<sup>st</sup> Offense</b> – In School or Out of School Suspension (2-3 days)</p> <p><b>2<sup>nd</sup> Offense</b> – Out of School Suspension – (3-5 Days)</p> <p><b>3<sup>rd</sup> Offense</b> – Out of School Suspension (5-10 Days) or possible Expulsion</p>	<ul style="list-style-type: none"> <li>● Verbal/Written Threat Towards Staff</li> <li>● Reckless Driving</li> <li>● Fighting (Aggressor)</li> <li>● Vandalism</li> <li>● Tampering with Computers</li> <li>● Intent to Sell Drugs</li> <li>● Theft (Greater than \$20)</li> <li>● Harassment, Bullying, or Cyberbullying (repetitive acts after initial intervention/discipline)</li> <li>● Hazing</li> <li>● Extortion</li> <li>● Possession of Ammunition</li> <li>● Possession of Fireworks</li> <li>● Inappropriate use of Cell Phones or Social Media during the school day</li> </ul>
<b>Level 5</b>	<p><b>1<sup>st</sup> Offense</b> – Out of School Suspension (3-5 Days)</p> <p><b>2<sup>nd</sup> Offense</b> – Out of School Suspension (5-10 Days)</p> <p><b>3<sup>rd</sup> Offense</b> – Out of School Suspension (5-10 Days)</p> <p>Possible Expulsion</p>	<ul style="list-style-type: none"> <li>● Possession with Intent to Sell or Use of Alcohol, Tobacco, Illicit Drugs or Prescription Drugs</li> <li>● Tampering with, Changing, or Altering Records or Documents of the School District through computer or Electronic means</li> <li>● Burglary, Robbery, Possession of Stolen Property</li> <li>● Harassment, Bullying, or Cyberbullying (repetitive abusive, sexually offensive, harmful acts, concern for student safety)</li> <li>● Violation of Local, State or Federal Law</li> <li>● Pulling the Fire Alarm</li> <li>● Vandalism (<i>significant damage</i>)</li> <li>● Intentional Physical Harm</li> <li>● Possessing or Distribution of Weapons (Class I)* or look-alike Weapons/Dangerous Objects</li> <li>● Use of Fireworks</li> <li>● Criminal Activity</li> <li>● <i>Note: These are things that can be reported to law enforcement depending on the severity of the offense.</i></li> </ul>

<b>Level 6</b>	<b>1<sup>st</sup> Offense</b> – Out of School Suspension (10 Days) or Expulsion	<ul style="list-style-type: none"> <li>● Harassment, Bullying, or Cyberbullying (repetitive abusive, sexually offensive, harmful acts in which student does not change behavior or student safety is a major concern)</li> <li>● Weapons (Class II)**</li> <li>● Terroristic Threat</li> <li>● Sexual Violence</li> <li>● Intent to Sell Illegal Drugs</li> <li>● Intent to Sell Mind Altering Substances</li> <li>● Arson</li> <li>● Aggravated Assault</li> <li>● Bomb Threats</li> <li>● Possession of Explosives</li> <li>● <i>Note: These are things that will be reported to law enforcement.</i></li> </ul>

*Note: Any physical altercations in the Industrial Technology area will result in an automatic “F” and removal from class for the remainder of the school year regardless of who is the aggressor in the incident.*

**Disciplinary Consequences for attendance are found in the Attendances Policy, found on Page 8.**

**\*Class I Weapons** – Sharp objects with blades less than 2.5 inches or other objects that can cause bodily harm, but unlikely to cause life-threatening injuries includes, but not limited to pocket knives, pins, needles, or any other sharp objects.

**\*\*Class II Weapons** – guns, loaded or unloaded, sharp objects such as knives with blades longer than 2.5 inches, or other weapons likely to cause life-threatening injuries. See the Weapons Policy for more detail.

#### **Other Important Discipline Information**

- The principal has the discretion to adjust consequences depending on the results of the investigation.
- Police can be called at any time for any offense deemed necessary for police involvement.
- Disciplinary actions will be reported to the athletic director, coaches, and supervisors, which may result in suspension of participation.
- Minnesota State High School League sanctions will be enforced for violating the MSHSL Student Code of Conduct for inappropriate behaviors occurring during the school day, on school property, or during sporting events.
- Any cell phones or other electronic devices confiscated by staff members and turned into the PK-12 office will be held until parents/guardians pick them up at 3:30 on the last day of the school week according to Cook County School District policy.

## **BUS TRANSPORTATION & TRANSPORTATION INFRACTIONS**

Riding the bus to school is a privilege, not a right. Transportation infractions include but are not limited to being disruptive, distracting, or destructive on the bus that interferes with the safe and orderly transportation of students to and from school.

- **1<sup>st</sup> Offense:** Student conference & notification of parents/guardians
- **2<sup>nd</sup> Offense:** Final warning, meeting with parents/guardians
- **3<sup>rd</sup> Offense:** Up to 1 week suspension from bus privileges, meeting with parents/guardians
- **4<sup>th</sup> Offense:** Up to 1 month suspension or possible loss from all bus privileges for the year, meeting with parents/guardians

**Note: Students receiving Special Education Services are subject to being transported by alternative transportation services if it is determined that their behavior is negatively impacting school bus safety, school bus environment, or if the behavior on the bus is negatively impacting student behavior during the school day.**

## **HARASSMENT & VIOLENCE POLICY**

*At Cook County Schools it is expected that everyone will be treated with respect and will treat others with respect. (ISD 166 Policy 413)*

### **I. Purpose**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

### **II. General Statement of Policy**

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes: school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. Definitions

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. "Familial status" means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor's legal guardian; or
    - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or  
c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
- a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in *Minn. Stat. § 609.341*, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition:

*Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.*

H. The Human Rights Office is the superintendent.

#### IV. Reporting Procedures

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, 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, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the building principal or to the district human rights officer (superintendent) or building principal.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building principal or superintendent immediately. If the complaint involves the building principal, the complaint shall be made or filed directly with the school district human rights officer (superintendent) by the reporting party or complainant. School district personnel who fail to inform the building principal or superintendent of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer (superintendent) or building principal immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent. The school social worker will be the alternative district human rights officer in case of absence of the superintendent or if the complaint is uncomfortable going to the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers. This can be found in the K-12 Office or District Office.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. Investigation**

- A. By authority of the school district, the human rights officer (superintendent), upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

- E. The investigation will be completed as soon as practicable. The school district alternative human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **VI. School District Action**

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

#### **VII. Reprisal**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

#### **VIII. Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or 413-8 federal law.

#### **IX. Harassment or Violence as Abuse**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under *Minn. Stat. § 626.556* may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

#### **X. Dissemination of Policy & Training**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

### **\*\*\*Simplified Harassment Procedures\*\*\***

- Harassment is defined as the subjection of someone to continuous, irritating attacks, questions, demands, or other unpleasantness (name calling, threats, sneer, etc;)
- If a person is being harassed or someone witnesses harassment, it is that person's responsibility to report that harassment to a member of the staff and to complete a harassment report form. Harassment report forms may be obtained from any staff member.
- Proven cases of harassment will result in suspension, with a parental conference required for re-admission.
- Further instances of harassment, including retaliation against the victim will result in more severe consequences and possible legal action.
- A student who chooses to make a false harassment report will be subject to the same consequences as a proven harasser.

### **Inappropriate Signs of Affection**

In an effort to prevent an environment which might cause individuals to feel uncomfortable or embarrassed, personal signs of affection (*including but not limited to kissing and hugging*) should be kept to a minimum. Continual failure to comply with this prohibition could be considered a violation of the **Harassment Policy** of Cook County Schools.

### **TOBACCO-FREE ENVIRONMENT** ***(ISD POLICY 419)***

#### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

#### **II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

#### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.



- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

#### IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- C. Students who have medical documentation requiring use of a tobacco cessation product.

#### V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

#### VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

***All Cook County High School rules pertaining to Tobacco-Alcohol-Drug use as defined by MSHSL about the student's eligibility to participate in athletics and other school events will also be enforced.***

#### **WEAPONS POLICY**

*(ISD 166 Policy 501)*

##### **I. Purpose**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

##### **II. General Statement of Policy**

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.

### III. Definitions

- A. "Weapon"
1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air-guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
  2. 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.
  3. No person shall use articles designed for other purposes (i.e., lasers or 501-2 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.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

### IV. Exceptions

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a non student (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
  2. military personnel, or students or non students participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under *Minn. Stat. § 624.714* while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with *Minn. Stat. §§ 624.714 or 624.715* or other firearms in accordance with *§ 97B.045*;
    - a. *Section 624.714* specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. *Section 624.715* defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. *Section 97B.045* generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or non students conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under *Minn. Stat. § 624.714* to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. Consequences for Student Weapon Possession/Use/Distribution**

- A. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
  1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion  
 While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. Consequences for Weapon Possession/Use/Distribution by Non-Students**

- A. Employees
  1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including non renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
  3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Non Students
1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
  2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

### **Explosives**

The possession, use, and distribution of explosives are prohibited and can be considered a felony.

Examples of explosives include, but are not limited to, any type of fireworks, firecrackers and smoke bombs. "Possession" includes having an explosive on one's person or in any area subject to one's control, at school, on or near school premises, or at school-sponsored activities. *Further responses to the Explosives policy include:*

1. The explosive will be confiscated.
2. The student will be immediately suspended.
3. The police and other appropriate authorities will be notified.
4. The student can be expelled for one year. This requirement may be modified by the school board on a case-by-case basis. If expulsion is being considered for possession of explosives, the Principal and the Superintendent will investigate the incident and determine the appropriate discipline pursuant to school regulations in compliance with the Pupil Fair Dismissal Act.

### **AUTHORIZED USE OF FORCE**

#### *Minnesota Statute 609.06*

Subdivision 1. When authorized. Except as otherwise provided in subdivision 2, Reasonable force may be used upon or toward the person of another without the other's consent when the following circumstances exist or the actor reasonably believes them to exist:

- when used by a parent, guardian, teacher or other lawful custodian of a child or pupil, in the exercise of lawful authority, to restrain or correct such child or pupil; or
- when used by a school employee or school bus driver, in the exercise of lawful authority, to restrain a child or pupil, or to prevent bodily harm or death to another; or
- when used by a common carrier in expelling a passenger who refuses to obey a lawful requirement for the conduct of passengers and reasonable care is exercised with regard to the passenger's personal safety; or
- when used to restrain a mentally ill or mentally defective person from self-injury or injury to another or when used by one with authority to do so to compel compliance with reasonable requirements for the person's control, conduct or treatment; or
- when used by a public or private institution providing custody or treatment against one lawfully committed to it to compel compliance with reasonable requirements for the control, conduct or treatment of the committed person.

## **Use of Peace Officers & Crisis Teams to Remove Students with IEPs from School Grounds**

*(ISD 166 Policy 532)*

### **I. Purpose**

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

### **II. General Policy Statement**

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

### **III. Definitions**

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury or to prevent serious property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

### **IV. Removal of Students with IEPs From School Grounds**

#### **A. Removal By Crisis Team**

- If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to

de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds. If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

#### B. Removal By Police Liaison Officer or Peace Officer

- If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.
- If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.
- Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.
- The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

#### C. Reasonable Force Permitted

- In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:
  1. Corporal punishment prohibited by *Minn. Stat. § 121A.58*;
  2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
  3. Totally or partially restricting a child's senses as punishment;
  4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
  5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under *Minn. Stat. § 626.556*;
  6. Physical holding (as defined in *Minn. Stat. § 125A.0941*) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
  7. Withholding regularly scheduled meals or water; and/or
  8. Denying a child access to toilet facilities.

#### D. Parental Notification

- The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

#### E. Continued Removals; Review of IEP

- Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

#### F. Effect of Policy in an Emergency; Use of Restrictive Procedures

- A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by *Minn. Stat § 125A.0942, Subd. 5*, and otherwise comply with the requirements of *§ 125A.0942*.

### **BULLYING PROHIBITION POLICY**

*(ISD 166 Policy )*

At Cook County High School/Middle School it is expected that everyone will be treated with respect and will treat others with respect. Bullying is defined as someone engaging in aggressive behavior, repeated over time, that involves an imbalance of power.

#### **PROCEDURES TO BE FOLLOWED IN THE EVENT OF HARASSMENT**

- If a person is being bullied, it is that person's responsibility to report that bullying to a member of the staff in order for them to report it to school district administration. Students may also fill out a grievance form found in the K-12 office if they choose to not report the bullying to a staff member.
- Staff members are required to report any incidents of bullying to school administration.
- Bullying cases can and will result in disciplinary consequences as followed by Cook County MS/HS Disciplinary policy. All suspensions require a parental conference for re-admission.
- Further instances of bullying, including retaliation against the victim will result in more severe consequences and possible legal action.
- Reports of cyber bullying will also be investigated. Disciplinary consequences will be determined by the results of the investigation.
- A student who chooses to make a false bullying report will be subject to the same consequences as a proven bully.

***Remember, there is a difference between students being "rude, mean or bullying."***

**Rude** = Inadvertently saying or doing something that hurts someone else.

**Mean** = Purposefully saying or doing something to hurt someone once (or maybe twice).

**Bullying** = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power

# COOK COUNTY HIGH SCHOOL SONG

**School song:**  
Illinois Loyalty

## **Lyrics**

We're loyal to you County High  
We're the white and the blue County High  
We'll back you to stand against the best in the land  
'cuz we know you command County High

Rah Rah

So Crack out the ball County High  
We're backing you all County High

Our team is the fame protector

On team for we expect a

Victory from you County High

U Rah Rah Rah C C H S

U Rah Rah Rah C C H S

U Rah Rah Rah C C H S

Vikings!



## **2023-2024 SCHOOL CALENDAR & EVENTS**

Cook County Middle and High School sponsors many activities during the school year. Please be sure to check our Website for any changes that may occur in this calendar. <http://www.cookcountyschools.org/>.

<b>September 5</b>	First Day of School
<b>October 2</b>	Mid-Quarter
<b>October 19 and 20</b>	No School (MEA)
<b>October 23</b>	No School (Students)
<b>November 3</b>	First Quarter Ends
<b>November 6</b>	No School (Students)
<b>November 6</b>	Parent Teacher Conference at Grand Portage
<b>November 7 and 9</b>	Parent-Teacher Conferences at ISD 166 Campus (3:45 PM - 6:30 PM)
<b>November 22</b>	No School (Students)
<b>November 23 and 24</b>	Thanksgiving Break – No School
<b>December 8</b>	Mid-Quarter
<b>December 21</b>	Winter Break Begins (No School)
<b>January 2</b>	School Resumes
<b>January 15</b>	No School
<b>January 19</b>	Second Quarter Ends
<b>January 22</b>	No School (Students)
<b>February 15</b>	No School (Students)
<b>February 16, 19, 20</b>	No School
<b>February 27</b>	Mid-Quarter
<b>March 11</b>	No School (Students)
<b>March 11</b>	Parent Teacher Conferences at Grand Portage
<b>March 12 and 14</b>	Parent Teacher Conferences at ISD 166 Campus (3:45 PM - 6:30 PM)
<b>March 29</b>	Third Quarter Ends
<b>April 1 - 5</b>	Spring Break – No School
<b>April 22</b>	No School (Students)
<b>May 7</b>	Mid-Quarter
<b>May 27</b>	No School
<b>June 1</b>	High School Graduation, 1:00 pm
<b>June 6</b>	Last Day of School (K-12) / Fourth Quarter Ends

**Return this signed form to your ADVISORY teacher no later than Friday, Sept. 15th.**

**ISD 166 COOK COUNTY MIDDLE & HIGH SCHOOL**  
**STUDENT/PARENT HANDBOOK SIGNATURE FORM (GRADES 6 - 12)**

My signature below indicates that I have received, read and agree to abide by the policies contained in the student handbook.

*Student handbook can be found on the school website [www.cookcountyschools.org](http://www.cookcountyschools.org).*

_____	_____	_____
Student Name (please print)	Student Signature/ Date	Grade
_____	_____	_____
Parent / Guardian (please print)	Parent / Guardian signature	Date

**2023-2024 Publicity Photograph Permission Form**

Photos may be taken during a school day by teachers and office staff for the purposes of classroom activities and school publications. I authorize ISD 166 to use photos of my child/children to be used for publicity purposes in the yearbook, Viking Voice Monthly, Twitter, Facebook, brochures, website or other promotional materials.

_____	_____	_____
Parent / Guardian (please print)	Parent / Guardian signature	Date

**2023-2024 ISD 166 Universal Permission Form**

I hereby grant permission for my child to participate in classroom field trips, walking trips, bussed field trips, and special classroom activities that may include leaving the school campus. My child will attend these activities unless I send a note to excuse my child.

_____	_____	_____
Parent / Guardian (please print)	Parent / Guardian signature	Date

**2023-2024 Technology Agreement**

I have received, read, and agree to abide by the Network/Internet Access Agreement for Students. My student (I) will use the computer/internet while at school pursuant to the board policy and he/she agrees (I agree) to abide by the rules of the policy. I understand that violations or misuse of the district's computer network and internet may result in student access privileges being revoked and school disciplinary action under the Student Code of Conduct may be taken against my student (me), and this may affect their (my) class grade. I understand that this access is being provided for educational purposes only. I agree that I will hold harmless and indemnify the school district for any fees, expenses, or damages incurred as a result of the student's purposeful use or misuse of the network, access to the internet, or computer equipment.

_____	_____	_____
Parent / Guardian (please print)	Parent / Guardian signature	Date

**COMMUNICATION EMAIL CONTACT**

Cook County Schools is setting up email lists to inform parents of school activities. The email address(s) you provide will allow the District to keep you updated with ongoing news and events pertaining to your student(s).

Please print clearly: \_\_\_\_\_