



Chisago Lakes High School
2011-12

Home of the Wildcats

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Welcome to Chisago Lakes High School

Chisago Lakes High School will assist students to become responsible learners, active participants in their own education and productive members of an ever-changing society.

We Believe All Will:

Take initiative in being prepared for class, asking for assistance, and completing work on time

Show respect for self, others, and school property

Demonstrate honesty and integrity

The staff and administration of Chisago Lakes High School would like to welcome you to the 2011-2012 school year. Chisago Lakes High School provides a comprehensive schedule of courses and a variety of co-curricular opportunities designed to allow students to pursue individual interests. We are committed to providing every student with the best possible learning environment.

The Student Handbook is designed to help parents and students become familiar with the high school, its policies and procedures. The handbook offers general information, which will be useful throughout the school year.

We wish you a challenging and rewarding year!

Best Wishes,
Chisago Lakes Staff and Administration

**CHISAGO LAKES HIGH SCHOOL
WILDCATS
2011-2012**

DAVID ERTL
Principal

PENNY KASZAS
Associate Principal

AMY MALLOY
Counselor

PERRY AADLAND
Activities Director

ANGIE NARDUCCI
Counselor

SHANNA PAFFRATH
School Psychologist

CANYON SCHULTZ
Dean/Counselor

JANE JACOBSON
School District Nurse

KEN ORWOLL
District Technology

MIKE KLUN
District Technology

SECRETARIAL AND SUPPORT STAFF

MARNEE JAKOWSKI	Secretary to Principal
MICHELLE MCEVERS	Secretary to Associate Principal
ANGIE PATTERSON	Registrar
JEAN HUSTVEDT	Bookkeeper
NANCY CARLSON	Attendance
THEREA COTTINGHAM	Secretary to Athletic Director

CHISAGO LAKES SENIOR HIGH SERVICE DIRECTORY

DAVID ERTL PRINCIPAL	Building Issues Emergency Procedures General High School Operations North Central Accreditation Parent/Teacher Conferences Personnel Issues School Grounds State/Federal Mandates & Reporting
PENNY KASZAS ASSOCIATE PRINCIPAL	Attendance Bus Incidents Discipline Lockers Parking Lot Special Education Student Handbook Student Assistance Program Student/Teacher Course Issues
PERRY AALAND ACTIVITIES DIRECTOR	Co-Curricular Activities Activities Budget Co-Curricular Transportation Coaches/Activity Personnel Fundraising Pep Fest TARGET
ANGIE NARDUCCI COUNSELOR	Student Counseling Services Counseling Personal/Individual/Group Post Secondary and Career Counseling Registration and Scheduling Planning/Credit Status Prevention and Intervention Special Needs/Student Issues

	<p>Concurrent Enrollment/PSEO Testing (MCAII, GRAD,ACT) Financial Aid/Scholarships</p>
<p>AMY MALLOY COUNSELOR</p>	<p>Student Counseling Services Counseling Personal/Individual/Group Post Secondary and Career Testing Registration and Scheduling Prevention and Intervention Program Planning/Credit Status Special Needs/Student Issues Concurrent Enrollment/PSEO Testing (MCA, ACT) Financial Aid/Scholarships</p>
<p>CANYON SCHULTZ DEAN/COUNSELOR</p>	<p>Student Counseling Services Counseling Personal/Individual/ Group counseling Registration and Scheduling Special Needs/Student Issues Concurrent Enrollment/PSEO Testing (MCA, ACT) Financial Aid/Scholarships Boys & Girls State Boys & Girls Country</p>
<p>JASON THOMPSON DEAN/SPECIAL EDUCATION</p>	<p>Special Education Services Case Management Special Needs/Student Issues Student Discipline Student Behavior Supports Paraprofessional Supervisor</p>
<p>JANE JACOBSON DISTRICT NURSE</p>	<p>Supervise school health offices Assess health status & develop student Health plans, Blood Borne Pathogens Officer; special education assessments</p>
<p>SHANNA PAFFRATH SCHOOL PSYCHOLOGIST</p>	<p>Special Education Liaison, General Testing Counseling Personal/Individual/Group Special Education Services Special Needs/Consultation Student Support Groups Testing and Consultation Community/Social Services</p>
<p>KIM HICKOX</p>	<p>Student Truancy</p>

JEN HEGSTAD

Career Resource Center

DEAN LOEHLEIN

Custodial Service

CATHY BENTFIELD

Health Services; provides first aid and illness care. For students & staff, processes immunization. Records, maintains health & emergency forms.

LAKES AREA POLICE

CHERYL PETERSEN

Clerical- Due process
Special Education

FACULTY DIRECTORY

Joshua Anderson

BM University of Minnesota
ME Graceland University
INSTUMENTAL MUSIC

Ryan Anderson

BA St. Olaf College
MATH

Lindsey Brown

BS University of Minnesota
AGRICULTURE-SCIENCE

Mary Bering

BA St. Scholastica
MEDIA SPECIALIST

Karen Barthol

BA St. Olaf College
ON TRACK/SOCIAL STUDIES

Shira Ben-Haim

BS Moorhead State University
MA University of Minnesota
SPECIAL EDUCATION

Marlene Biondo

BA Art University of Montana
BS Education University of Montana
ART EDUCATION

Rick Bouwens

BS North Dakota State University
MA St. Mary's
SOCIAL STUDIES

Scott Buchkoski

BS St. Mary's University
MA Winona State University
SPECIAL EDUCATION

Bridget Budig

BA University of Minnesota
MS Education University of Minnesota
ENGLISH

Beth Carlson

BFA University of Minnesota
MA Art Education
ART EDUCATION

Jamie Carpenter

BS St. Cloud University
SPECIAL EDUCATION

Ryan Dewey

BS University of Wisconsin-Stout
INDUSTRIAL TECHNOLOGY

David Ertl

MA University of WI-River Falls
MA St. Cloud State University
BA Concordia College
PRINCIPAL

Darla Fehlandt

BS Southwest State University
HEALTH & PHYSICAL EDUCATION

Deb Flaherty

BA North Dakota State University
MA Graceland University
SPANISH

Ralph Frerich

BS St. Cloud State University
INDUSTRIAL TECHNOLOGY

Dan Hamann

BS St. Cloud State University
SCIENCE

Kim Hofmann
BA Augsburg College
SPANISH

Carrie Hoffman
BA Metro State
SPECIAL EDUCATION

Jane Jacobson
RN/BAN
College of St. Catherine's
Licensed School Nurse

Nicole Jack
BS UW- Stout
MS UW- Lacrosse
MS Lindenwood University
SPECIAL EDUCATION

Sara Jackson
BA College of St. Scholastica
ENGLISH

Ashley Jamros
BA Concordia University-St. Paul
MATH

Herb Jangor
BS Winona State University
PHYSICAL EDUCATION

Penny Kaszas
BS University of Minnesota
MA University of St. Thomas
MA Hamline University
ASSOCIATE PRINCIPAL

Jason Kerkow
BS University of MN-Duluth
MA St. Mary's University
MATH

Melissa Lideen
BS Minnesota State University-
Mankato
MED St. Mary's University
SOCIAL STUDIES

Kristin Lippett
BS University of MN-Twin Cities
MATH

Joy Koepfel
BS University of Minnesota
MA University of Minnesota
**FAMILY & COMSUMER
SCIENCE**

Jamie Kosel
BS University of MN-Duluth
MA Hamline University
MATH

Jeff Lindeman
BA University of WI- River Falls
BA University of Minnesota
AGRICULTURE-SCIENCE

Scott Leffler
BA Pillsbury College
MA UW- Stout
INDUSTRIAL TECHNOLOGY

Mary Klick
E/BD St. Thomas University
MA St. Thomas University
SPECIAL EDUCATION

Todd MacIver
BS Valley City State University
MATH

Brian McNally
B.A. Gustavus Adolphus
MA Bethel University
SOCIAL STUDIES

Leah Madison
BS North Dakota State University
**FAMILY AND CONSUMER
SCIENCE**

Jason Mahlen
BA Concordia College
BUSINESS EDUCATION

Amy Malloy
BAS Applied Psychology -UMD
MA Community Counseling-UMD
MA School Counseling-U of M
COUNSELOR

Laura Moldenhauer
BM University-Wisc.-Whitewater
CHORAL MUSIC

Keira Moore
BA Concordia -Moorhead
SPANISH

Angie Narducci
BS St. Cloud State University
MS St. Cloud State University
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B.A. University of Iowa
MA University of Iowa
SOCIAL STUDIES

Bryan Nelson

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MA St. Mary's University
SOCIAL STUDIES

Lori Nelson

BS University of WI-River Falls
ENGLISH

Amy Ness

BA University of Minnesota
MA Augsburg College
ENGLISH

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BA College of St. Benedict
MS Chicago School of Professional
Psychology
SCHOOL PSYCHOLOGIST

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SOCIAL STUDIES

Jennifer Prince

BS U of Wisconsin-Superior
MS Education U of St. Thomas
ENGLISH

Diana Pohl

BS University of MN-Duluth
M. ED. University of Minnesota
SCIENCE

Mickelle Pohlman

BS Mankato State University-
Mankato
SPECIAL EDUCATION

Sue Rivard

BS University of WI- River Falls
MA St. Scholastica
MATHEMATICS

Andrea Ryan

B S University of WI- Stout
SPECIAL EDUCATION

Mike Sandell

BA University of Minnesota
INDUSTRIAL TECH

Jeff Saueressig

MA University of WI-River Falls
BS University of WI-River Falls
SCIENCE

Joshua Scharnberg

BS St. Cloud State University
ENGLISH

Canyon Schultz

BS University of Wisc.-LaCrosse
MS University of Wisconsin-Stout
COUNSELOR/DEAN

Kathy Skelly

BS Mankato State University
**HEALTH & PHYSICAL
EDUCATION**

David Skrupky

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MA St. Mary's
SCIENCE

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ENGLISH

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Superior
GERMAN/ENGLISH

Lynn Stoltz

BS University of Minnesota
MA University of Minnesota
BUSINESS

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MA College of St. Catherine's
SPECIAL EDUCATION/DEAN

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MA University of Minnesota
BUSINESS

Craig Walker

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MA University of St. Thomas
SOCIAL STUDIES

Bill Weiss

BA Luther College
MA St. Mary's
SOCIAL STUDIES

John Whitacre
BS University of WI- River Falls
SCIENCE

Lindsey Wilson
BA Jamestown College
MATH

Laura Yehlik
BA Jamestown Comm. College- NY
MS SUNY Fredonia-New York
BIOLOGY

SUPPORT STAFF

JOB COACH Stephanie Bushard

MEDIA CENTER Julie LaBathe

PARKING LOT Ginger Swol

SPECIAL ED

LuAnn Davidson

Kim Mortenson

Tina Fisher

Yvonne Lundeen

Roxi Minser

Shannon Hejny

Debbie Hoyt

Dave Carroll

Jean Rosen

Jeremy Witkowski

Carolyn Marier

FOOD SERVICE

Pam Anger

Tracy Peloquin

Gina Peltier

Rebecca Close

Carol Law

Donna Lawrence

Kathy Mollnar

Sandy Peterson

Kevin Rivard

Ann Macho

Margaret Cull

SUPERVISION

Karen Willett

CUSTODIAL

Keith Schefers

Darlene Ward

Paul Lommen

Laverne Stevens

Cindy Krause

**Chisago Lakes High School
Calendar 2011-2012**

August

29, 30, 31 Staff Development
30 Open House

September

1, 2 Staff Development
5 Labor Day/No school
6 First Day of School

October

4 Parent/Teacher Conferences (3-7 p.m.)
20, 21 MEA – no school

November

4 End of term 1 (42 days)
23, 24, 25 Thanksgiving break

December

8 Parent/Teacher conferences (3-7 p.m.)
23-30 Winter Holiday

January

3 School resumes
16 Martin Luther King Day – no school
20 End of term 2 (43 days)
23 Staff Development – no school

February

17 Staff Development – no school
20 Presidents' Day – no school
23 Parent/Teacher conferences (3-7 p.m.)

March

12-16 Spring break
3-30 End of term 3 (42 days)

April

6 Good Friday – no school

May

3 Parent/Teacher conferences (3-7 p.m.)
28 Memorial Day – no school

June

1 Graduation, 7:00 p.m.
5 Last day for students (9-11) /End of term 4 (46 days)
6 Staff Development – last day for staff

Term 1:	September 6 – November 4	42 days
Term 2:	November 7 – January 20	44 days
Term 3:	January 24 – March 30	42 days
Term 4:	April 5 – June 5	<u>45 days</u>
		173 student days

“Go Wild”



CLHS participation for PBIS to teach:

Behavior expectations in classrooms, cafeteria, hallways, Media center, computer labs, restrooms, and at extra-curricular activities our program is **“Go W.I.L.D”**

Wisdom: good sense; a wise attitude, belief, or course of action

Integrity: adherence to a code of moral values

Leadership: the ability to lead someone along the way

Dedication: a complete and whole-hearted commitment



Go W.I.L.D. Student Incentives

Students can earn the following incentives by demonstrating Wisdom, Integrity, Leadership, or Dedication in the different school settings:

WILD Card: spin Go W.I.L.D. wheel in front office to redeem prize.

Cafeteria Coins: present at register to get discount on purchase.

Reserved Student parking: enter raffle in front office.



Go W.I.L.D. Student Group

The Go W.I.L.D. Student Group's mission is to promote positive school climate, through the creation of fun school-wide activities. The group members also serve as student body representatives on the staff Go W.I.L.D. Team.

How to Join? If interested, please contact Mrs. Flaherty for more information.



Go W.I.L.D.

	Wisdom	Integrity	Leadership	Dedication
Classrooms	<ul style="list-style-type: none"> • Arrive quietly and on time • Be prepared with planner • Be organized • Stay on task and be attentive • Be reliable and consistent with assignments completed on time 	<ul style="list-style-type: none"> • Respect self, others and property • Accept differences and include everyone • Use appropriate language, volume and tone • Participate cooperatively 	<ul style="list-style-type: none"> • Help others • Stand up for others • Share materials • Be honest with teachers, students and guests in the classroom 	<ul style="list-style-type: none"> • Come to class prepared • Complete homework • Stay on task • Follow directions • Be an active learner • Work to potential
Cafeteria	<ul style="list-style-type: none"> • Take only what you will eat • Clean off table • Bus and stack tray • Remain in cafeteria unless you have a pass 	<ul style="list-style-type: none"> • Wait your turn • Respect property and personal space • Use appropriate language, volume and tone • Be patient • Only use your pin # 	<ul style="list-style-type: none"> • Help others • Sit by a peer who sits alone at lunch • Pick up a tray left behind by someone else • Be polite; say please and thank you 	<ul style="list-style-type: none"> • Bus and stack tray • Clean off table
Hallways	<ul style="list-style-type: none"> • Be in the right place at the right time • Walk • Be patient with those around you 	<ul style="list-style-type: none"> • Use appropriate language, volume and tone • Keep traffic areas clear and allow space for others to pass comfortably 	<ul style="list-style-type: none"> • Help others • Be kind • Model courtesy and self control 	<ul style="list-style-type: none"> • Know and comply with school policies at <u>all</u> times • Go to class when the warning bell rings
Media Center and Computer Labs	<ul style="list-style-type: none"> • Use technology appropriately • Return materials in good condition • Stay on task 	<ul style="list-style-type: none"> • Respect property, self and others • Use appropriate language, volume and tone • Be quiet and courteous 	<ul style="list-style-type: none"> • Help others • Share resources and materials 	<ul style="list-style-type: none"> • Observe Media Center and computer lab rules • Stay on appropriate sites and applications
Restrooms	<ul style="list-style-type: none"> • Flush toilet/urinal • Wash your hands • Use restrooms between classes • Be quick 	<ul style="list-style-type: none"> • Respect the privacy of others • Use appropriate language, volume and tone • Share sink, mirror and dryer 	<ul style="list-style-type: none"> • Report to an adult should someone be ill or need assistance • Be kind to others 	<ul style="list-style-type: none"> • Keep restroom clean and tidy
Extra Curricular Activities	<ul style="list-style-type: none"> • Know and adhere to code of conduct • Practice good sportsmanship and audience courtesy • Be honest with coaches, teammates and officials 	<ul style="list-style-type: none"> • Respect self, others and facilities • Arrive on time to events • Use appropriate language, volume and tone • Keep comments positive 	<ul style="list-style-type: none"> • Encourage others • Share the spotlight • Help others achieve success 	<ul style="list-style-type: none"> • Be prepared • Be at all practices/events • Work hard and do your best

ACADEMIC/COUNSELING INFORMATION

Each student will be assigned to a counselor according to the student's last name. The following counseling services are available to help students meet their academic, personal, and social needs:

- individual counseling related to academic, personal, family and social concerns
- individual program planning
- group counseling
- advisement guidance activities
- registration activities
- scheduling of courses
- providing testing information (ACT, SAT, PSAT, PLAN, MCA, etc.)
- career and college planning
- student transfers and withdrawals
- peer mediation
- senior interviews

ACADEMIC INFORMATION

GRADING/CREDIT; All courses at the high school grant credit on a quarterly basis. In general, students can earn .5 credits per course, 2 credits per term. **Exceptions include;** choir, band, office/teacher's aide, half block classes/skinny and Elementary Volunteer.

GRADING:

- A** -90% and above
- B** -80% and above
- C** -70% and above
- D** -60% and above
- F** -59% and below
- I** - sufficient work not completed for passing grade

NOTE: total points to include credit for participation, punctuality, attendance, etc.

RE-TESTING: may be granted at the teacher discretion.

INCOMPLETE WORK: At the end of **terms 1, 2, & 3** students will be notified of any incompletes in the first advisement of the next term. From that notification date, students will have ten (10) school days to complete work for any incompletes. If at the end of the 10 school days, sufficient work has not been completed, a grade of "F" will be assigned. At the end of **term 4**, incomplete work must be done by the last day of school. Extensions need to be arranged through the teacher and the counselor.

Any credits completed at an Alternative Learning Center, online schools or through CLHS On-Track program must be submitted via transcript to the guidance office one week prior to seniors last day of school.

Term Due Dates:

- Term 1: Dec. 1, 2009
- Term 2: Feb. 11, 2010
- Term 3: Apr. 22, 2010
- Term 4: June 10, 2010

Extensions may be granted through the teacher and counselor. An alternative due date would need to be agreed upon by both teacher and student. If sufficient work has not been

completed by that alternative due date, a grade of "F" will be assigned. There will be no extensions beyond the alternative due date.

ACADEMIC INCENTIVE OPPORTUNITIES

Chisago Lakes High School encourages all students to do their very best in all aspects of school life. To this date, several recognition and incentive programs are in place to encourage high quality academic performance.

ACADEMIC LETTER: Students may earn a **CL** by completing ten quarters of 3.00 GPA.

NATIONAL HONOR SOCIETY: Students may apply to become members of the NHS. Successful candidates must have a GPA of 3.5 for 10th and 11th graders. In addition, students must have demonstrated high performance in *Leadership, Character, Scholarship and Service*.

SENIOR HONOR STUDENTS: Seniors graduating with GPA of 3.50 to 3.749 graduate with honors, and seniors graduating with GPA of 3.75 and above graduate with highest honors. GPA will be computed after third term.

STUDENTS OF THE MONTH: Teachers in all academic departments each month select students deserving recognition. Recipients of the recognition will receive a certificate and will be treated to rolls and juice during PAWZ.

ACADEMIC DISHONESTY: Chisago Lakes High School instructors and administration strongly believe in the academic integrity of student's honest completion of their own work. Assigned course work and exams, must be of the students own doing. Disciplinary action will be taken for students who utilize any methods to cheat, turn in another's work or plagiarize content. Disciplinary action may include but not limited to loss of credit for the assignment, exam or project, loss of technology privileges, detention, in or out-of-school suspension.

CLHS encourages the involvement of parents with their student's high school education. Parents should support this involvement by actively connecting with the school, teachers and administration but reframe from "doing" assigned work for them.

ACADEMIC ELIGIBILITY

Please see page 29 in the activity section of this handbook for the full academic eligibility policy.

PAWZ

The CLHS advisement program is called "PAWZ". The mission of PAWZ is to improve the academic performance and support of our students. Create structure for daily connections with students, streamline procedures, with increasing the opportunity for students to learn free from distractions. PAWZ groups will meet daily, groups consist of 19-21 students; 4 to 5 students per grade. Student attendance and participation in PAWZ is mandatory for all CLHS students.

CAREER PLANNING AND POST-SECONDARY EDUCATION

For all scholarship information, college catalogs, resource manuals, computer programs, college and military representative's schedules and to arrange senior college visits please contact Mrs. Grams at 213-2516, visit the Career Center or the link at www.chisagolakes.k12.mn.us.

CAREER RESOURCE CENTER

The CRC has a number of resources available for students, staff, alumni and community members. The center contains catalogs, view books, manuals, applications, financial aid information, scholarship information and other career/college material. A job board is available for potential student employment in the community. The Discover Program and Minnesota Career Information System (MCIS) are available on the computers and offer aid in the career/college search through the use of self-assessment. Other components are: ACT prep software program of study and training, a state and national school sort, an occupation and employment link as well as military information.

CLASS RANK

Class rank is computed at the end of each quarter. The same point process used to compute the honor roll is used to compute rank in class. Class rank statistics are computed and printed on the report card each quarter.

CLHS GRADUATION CREDIT REQUIREMENTS

Chisago Lakes High School requires 29 credits to graduate. All students need to pass the GRAD Assessments in reading, math and writing to be eligible for their diploma.

Commencement Participation: In order to participate in CLHS commencement ceremony, students must complete 28 of the 29 credits required for graduation.

Students must also pay all fines & obligations and complete the Senior survey to be eligible for commencement participation.

HIGH SCHOOL COURSES REQUIRED FOR GRADUATION

9TH GRADE	World History	1 Credit
	English 9	1 Credit
	Science 9	1 Credit
	Math	1 Credit
	Physical Education 9	.5 Credit
	Career Pathways	.5 Credit
10 TH GRADE	U.S. History	1 Credit
	English 10	1 Credit
	Biology	1 Credit
	Math	1 Credit
	Physical Education 10	.5 Credit
	Health	.5 Credit
11TH GRADE	U.S. History III	1 Credit
	Government in Action	.5 Credit
	American Literature	.5 Credit
	Academic Writing	.5 Credit
	Science Elective(s)	1 Credit
	Math	1 Credit
12TH GRADE	Economic Systems	.5 Credit
	Social Studies Elective	.5 Credit
	English Elective(s)	1 Credit

* 1 Art Elective credit to be completed by the end of the 12th grade year.

CONCURRENT ENROLLMENT

Southwest State University (SWSU) Requirements: Juniors need to be in the top third of their class or a minimum GPA of 3.0, seniors in the top half of their class or a minimum GPA of 3.0 to be eligible for concurrent enrollment. Classes offered through SWSU; College Algebra, College Trig, (Special Functions) and College Calculus I.

Anoka Ramsey Community College (ARCC) Requirements: Juniors need to be in the top third of their class, seniors need to be in the top half of their class to be eligible for concurrent enrollment. Students also need to take the ACCUPLACER test for ARCC. Classes offered through ARCC; College Psychology and College Sociology.

Pine Technical College (PTC) Requirements: Students need to be a junior or senior and pass the reading and sentence skills portion of the Accuplacer test. Classes offered through PTC; Anatomy & Physiology.

SWSU, ARCC and Pine Tech require students to fill out a concurrent enrollment application.

CREDIT FOR PRIOR LEARNING

A high school student may request credit under the procedure of CREDIT BY ASSESSMENT; this means that you can do a project or activity outside of school and show that what you learned and performed is equal to the rigor of the course had you taken it in a school course. You and your parent must submit an application and provide enough evidence to show that you met the standard. **Application for first and second term courses must be made by April 15th of the preceding year. Application for third and fourth term courses must be made by November 1st of the school year.** See your counselor for all forms and information.

HONOR ROLL

The honor roll is compiled at the end of each grading period. Student's whose grade average is **B-** or higher will be on the honor roll. The following point system is used to average grades:

A = 4.00	B- = 2.66	D+ = 1.33
A- = 3.66	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = .66
B = 3.00	C- = 1.66	F = .0

Students earning a grade point average of 3.66 or higher will make the **A** Honor Roll while those students having earned a grade point average between 2.66 and 3.65 will make the **B** Honor Roll.

MAKE-UP POLICY

It is the responsibility of students to request make-up work for an excused absence. Students are solely responsible for requesting, arranging and completing make-up work. Deadlines for make-up work need to be arranged between the student and the teacher for the teacher to award full credit for make up work. Make up work not completed by the agreed due date is subject to teacher policies for late work.

MIDTERM REPORTS/REPORT CARDS

Mid-term reports are mailed home if the report is not picked up at parent/teacher conferences. Report cards for each quarter are mailed home. Concerns regarding a student's progress should be addressed with the individual teacher.

Midterm conference dates: **Term 1:** Oct. 6, 2009 **Term 3:** March 1, 2010
Term 2: Dec. 10, 2009 **Term 4:** May 6, 2010

PSEO (Post Secondary Enrollment Option)

Juniors need to rank in the top third of their class and seniors in the top half of their class to be eligible for PSEO. Students must complete college placement exam if required. Applications can be picked up from the Career Resource Center or online. Students need to see their counselor to fill out a PSEO & MDE form. Students are responsible for bringing their college schedule to their counselor.

SCHEDULE CHANGE

Once a student has a schedule established, changing courses and/or time periods becomes a difficult task. Therefore, student requests for schedule changes are discouraged. Typically, these changes will relate to schedule conflicts or failing a sequential course and will be on a seat-available basis. Students who believe a change is necessary need to make an appointment with their counselor. Students requesting a schedule change during the school year will need to fill out a Schedule Change Request form and turn it in to their counselor. The counselor will decide whether or not the request will be granted according to the following guidelines:

1. ***Within two (2) days of the start of the term, the student can change classes for the following reasons:**

- | | |
|----------------------------|----------------------------|
| A. Computer error | D. Courses out of sequence |
| B. Short of credits | E. Athletic Eligibility |
| C. Inappropriate placement | |

*** THIS IS THE ONLY TIME A STUDENT CAN ADD A CLASS (OTHER THAN STUDY HALL).**

2. Students dropping a class after the fifth day ***will*** receive an **F** for the class dropped.

WITHDRAWALS AND TRANSFERS

Parents should contact school counselor regarding withdrawal or transfer. Students must complete a withdrawal form prior to transferring.

General Information

BOARD POLICY

School Board policies are available upon request from our District Office at 213-2000 or online at www.chisagolakes.k12.mn.us.

DIRECTORY INFORMATION/TENNESSEN WARNING

Certain directory information regarding students is not public information. Directory information is public unless a request has been received from a parent or student that certain designated directory information items are not to be disclosed without their prior written consent. Please contact the district office should you wish to receive a nondisclosure of information form. This warning explains how to lawfully collect, store, use and disseminate data on individuals.

A TENNESSEN warning informs an individual of why the data is being collected, how the agency intends to use the data, whether the individual may refuse or is legally required to

supply the data, any consequences to the individual of either supplying or refusing to supply the data and the identities of other persons or entities authorized by law to receive the data.

DRESS AND APPEARANCE

The faculty and Board of Education are concerned about students' dress and appearance. A student's dress and appearance must be in the best interest of the school with respect to the health, welfare, and safety of the individual and the student body. Proper student dress is the responsibility of the student and parent. However, dress and appearance styles that create a disruption of the learning process will not be allowed.

Appropriate clothing includes:

- Clothing for the weather
- Clothing that does not create a health or safety hazard
- Clothing appropriate for the activities for physical education or the classroom.

Inappropriate clothing includes, but is not limited to:

- Spaghetti strap tops (less than 2 inches thick) tops that expose the midriff, bareback, or cleavage. Undergarments exposed, see through clothing: boxers & bra straps. "Short shorts or skirts", (general rule for all shorts and skirts; the bottom of the hem must meet fingertips), tube tops and other clothing that is not in keeping with community standards.
- Clothing which bears a message that is lewd, vulgar, obscene, or inappropriate. (The question of acceptability is left up to the administration.)
- Apparel promoting products or activities that is illegal for use by minors.
- Objectionable emblems, signs, objects or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a group or which connotes gang membership.
- Face/body paint.
- Any apparel or footwear that would damage school property, i.e., roller shoes.
- **Hats, caps, bandanas, or other headgear may not be worn in the building during regular school hours of 7:40 am to 2:20 pm. (Except with the permission of the building principal. i.e. student undergoing chemotherapy; other medical situations; school sponsored activities.)**
- Students will not be allowed to wear or bring coats, jackets or other outside clothing into a classroom situation.

Students who choose to wear jackets, coats, hats and caps to school must leave them in their lockers before going to their first class. Once school starts, at 7:40 am, outerwear consisting of but not limited to jackets, coats, hats, bandanas, and caps of all types are not allowed to be worn in school. Such clothing must remain in student lockers until the end of the school day.

Students whose dress and appearance do not conform to these standards will be referred to the principal, dean, and/or counselor. The student will be advised as to the proper adjustments that must be made. If the student fails to remedy the problem or it is repetitive, progressive discipline will result in, but not limited to, parent contact, detention, structured study, or suspension.

The above standards will assist all of us in creating a more positive learning environment along with a safe and healthy school building.

DRIVER'S EDUCATION

Driver's education is offered through **Chisago Lakes Community Education** at CLHS. Arrangements are made during the school year for classroom and behind-the-wheel instruction. The classroom phase and the behind-the-wheel instruction phase are offered at various times throughout the year as determined by the Director of Community Education. The required fees are paid to the Community Education Department in advance. **Please contact Community Ed at 213-2600 for all questions regarding driver's education classes and behind-the-wheel.**

EIGHTEEN YEAR OLD PROCEDURES

At Chisago Lakes High school, all students regardless of age must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under 18 years of age. CLHS requires that students 18 years and older must provide parental verification of absences and other documentation.

ELECTRONICS IN THE SCHOOLS

CLHS encourages students to leave electronic devices at home. Such devices are susceptible to theft, misuse and have no educational purpose. If an electronic device is stolen or lost, it is the student's responsibility not the CLHS staff to locate them. Students who chose to bring electronic devices to school are asked to leave all electronic devices in their lockers during the school day; 7:40 a.m. - 2:20 p.m. Cell phones, CD players, MP3 players, etc are not allowed in classrooms or the media center. Devices that are confiscated will be brought to the administration office. Students will receive progressive disciplinary actions for multiple violations.

FOOD/DRINK IN THE CLASSROOM

Eating and drinking (other than water) is strictly prohibited in the classrooms.

Sufficient time exists between classes for the consumption of food and beverages in the designated areas in the commons and cafeteria.

FOOD & NUTRITION SERVICES

Accounts

- Each student is assigned a Personal Identification Number (PIN) to be used to access their Individual Account (Family members are no longer in ONE account). The PIN number is used when depositing monies on account, purchasing a meal, second entrée, milk or ala carte items.
- Students may purchase one (1) reimbursable lunch for \$2.05-full pay, \$.40-approved reduced, No Charge for approved free, an additional lunch will be charged at \$3.50. However, a student may purchase a second main entrée for \$1.00 – provided they purchase a full lunch at their current rate.
- New PIN numbers will be issued to all freshman students on the first day of school.
- For security purposes and to meet with federal and state guidelines, students are not permitted to use another student's account.

The computer records and tracks lunch money. Balances remain on accounts and follow the student to the next school year.

Paying for Meals

- It is preferred that one check be written for each student's lunch account.

However, if more than one student attends the same school, one check may be written. Please indicate the child's name and PIN on the check. Indicate the amount that goes into each account.

- If you have students in several buildings and prefer to write one check for all the students, you may send a check to the District Food Service Office and indicate the students' PIN and the amount that goes into each account.
- **PAMS** (Parent Account Management System). This system will allow you to prepay online or on the phone with a Visa, MasterCard, Discover, electronic check or debit card. It will also allow you to access meal account balances online, or by phone.

Charging and Low Balance

In emergency situations – students are permitted to charge a maximum of 2 meals. After two charges, students are offered a peanut butter sandwich and a half-pint of milk as a courtesy gesture.

Students in the High School are notified verbally of a low balance.

Free/Reduced Priced Meal Benefits

Families must complete a new application each school year. A copy of the application is mailed to each household in August.

A completed application must be sent to the District Food Service Department, 13750 Lake Blvd., Lindstrom, MN 55045. You may also send an application to the school office and it will be forwarded to the Food Service Office. You may apply for benefits at any time during the school year. You will be notified by mail of the status of your application.

Menus

The school's main menu is published in the newspaper and on the school's web site each month. Elementary menus are also sent home each month. Secondary menus are also posted in each cafeteria.

All menus and portions are planned to meet the Meal Pattern Requirements for breakfast and lunch established by the USDA.

Questions/Concerns?

Please call the Food Service Department at 213-2506 or 213-2066 with any questions or concerns you have regarding the program.

GUEST POLICY

No student visitors and/or former students will be allowed during the school day. Please make appointments to see staff prior to coming to the high school building.

HALL PASSES

Once classes have started, no passes are to be given to students for the first 30 minutes of each block. (Study hall students are the only exception). After the 30 minutes, students given permission by a staff member to leave their classroom must have a valid pass. A staff member may check any student in the hall during class, and, if the student does not have a pass, he/she will be sent back to their classroom. Passes are required by all students going to their locker, the media center, bathroom, etc. An exception to this will be made when a teacher is escorting a student or a group of students.

HOMEWORK REQUESTS

Homework requests will be granted if a student is absent **two or more** days. Homework can be requested through the attendance or guidance offices. Homework can be picked up during building hours Monday-Friday until 4:00 p.m. in the guidance office.

HEALTH OFFICE & SERVICES

* A Student Health and Emergency Information sheet must be completed each year to provide school staff with current emergency contact numbers and to note any significant health concerns. Students who become ill during the school day must report to the school health office for care and prior to leaving in order for the absence to be excused. The student will be excused for the following school day for fever above 100°, and for vomiting and diarrhea until symptoms have resolved. Please contact the school nurse for assistance with specific disease exclusion guidelines. It is important to note that school health assistants are not able to diagnose illness or injury. Parents who are in doubt as to the condition of their child are encouraged to consult with their doctor or clinic.

Medications:

Prescription and non-prescription medications taken during the school day must be dispensed through the health office. Medications must come in the original container accompanied by written permission from the parent and physician. Medication authorization forms are available in each of the school health offices and at most of the area clinics. Note: When getting prescriptions filled, ask the pharmacist for two bottles or two inhalers (one for school and one for home). Students in grades 7-12 may self-carry non-prescription pain relievers in the original containers upon written request from the parent and after signing a safe use agreement with the licensed school nurse. Students may self-carry an asthma inhaler with written authorization from the parent and physician and after demonstrating the skills to safely possess and use the medication with the licensed school nurse.

Immunizations: All students must have an up-to-date Pupil Immunization Record on file in the school health office. Students in the 7th – 12th grades should have evidence of the following immunizations on file: A Tetanus (td) adult booster, 2nd MMR, Hepatitis B (3 dose series) and Varicella (chickenpox) disease year or vaccine date. Students transferring in to the district have 30 days to submit documentation from their physician, public clinic, or parent statement of their immunization.

INAPPROPRIATE DISPLAY OF AFFECTION

Recognizing high school students become more social during this time of adolescence, it is necessary to remind students that boundaries between genders must conform to rules of good taste.

Inappropriate displays of affections such as hugging, kissing or touching will be addressed with both students by teachers and/or administration. Parent contact will be made if students are unwilling to abide by this guideline.

LOCKERS

Every student will be assigned a locker for the year. Each locker has its own combination. Do not share lockers or combinations with anyone else. **The student will pay any damage done to the locker assigned.** Each locker is inspected prior to the start of the year. Report a locker problem to the guidance office **IMMEDIATELY**. CAUTION: Do not leave any valuable items or money in your locker. Bring valuable items to the office so that the items or cash can be placed in the safe for the day. Please be aware that lockers remain the property of the school and are subject to search by staff/administration and canine at any time. **It is the student's responsibility to remove all items from the**

assigned locker at the end of the school year or at the time you leave the district. A fee will be assessed for damaged or unclean lockers.

The following is also a policy of the State of Minnesota (section 11. [127.47] subdivision 1):

"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. School authorities for any reason may conduct inspection of the interior of lockers 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 authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules."

LOST OR STOLEN ITEMS/LOST AND FOUND

If a student's property appears to be lost or stolen the school is not responsible for such items. We ask students not to keep money or extremely valuable property in lockers. Should a student lose property, he/she is encouraged to report this to the police liaison officer. He will complete and file a theft report, which is often times valuable in filing claims with the homeowner's insurance. Textbooks that are found will be returned to the teacher who assigned the book. Check with your teacher if you have lost a textbook. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students. A lost and found area is kept in the guidance office. Students are asked to turn in any items found which belong to someone else.

OBSERVATION OF RELIGIOUS HOLIDAYS

Public schools cannot be used for religious purposes, but rather must be neutral with respect to religion. If students or school staff observes religious holidays, certain guidelines must be followed. Please contact the principal before engaging in activities that may be in violation of school policy.

PARKING LOT

The student lot is off limits to students in grades 9-11 & seniors without privileges during the school day. Seniors with privileges are allowed to access the parking lot. All cars parked on school property are subject to the parking lot contract guidelines, regardless if a permanent parking pass is purchased.

SCHOOL BUS TRANSPORTATION

Hunt's Transportation Services provides bus transportation for the school district's students. Students will be expected to show appropriate respect for the drivers, treat school buses with care, and contribute to a safe and orderly environment while using the bus service. The high school will assist the school bus operators in maintaining safe transportation for the students. The discipline policy for high school students is as follows: **1st referral** - warning; **2nd referral** - suspended from all bus privileges for 3 days; **3rd referral** - suspended from the bus for a minimum of 60 days to a maximum of one entire school year. CL Transportation Advisory Committee does not allow students to ride different buses other than the bus assigned to the student. Bus passes are not available due to limited space on the school bus.

SCHOOL DANCES

Attendance at school dances is limited to grades 9-12. In the case of all dances, once you have entered the dance you may not leave and return to the dance. The penalty for disrupting school dances due to inappropriate behavior, alcohol or drug related incidents

would be loss of privileges or attending dances (including homecoming and prom) for one calendar year, and other consequences applicable to the rule violation.

* *Prom:* In order to attend spring prom, one member of the couple must be a CLHS junior or senior. Guests attending prom must be a minimum age of 9th grade and a maximum age of 20. Guests over the age of 20 will not be allowed to attend prom. Students wishing to bring a guest between the ages of 18-20 must have administration approval. All guests must be approved by administration prior to tickets being purchased. All students and guests will be required to pass a breathalyzer screener to be admitted into the prom. This will be administered by the Lakes Area Police Department.

SENIOR PRIVILEGES

Seniors attending Chisago Lakes High School may be granted senior privileges provided they have met the following criteria:

- * Earned 23 credits at the beginning of the school year by August 15.
- * Passed the GRAD tests in Reading, Writing and Mathematics.
- * Demonstrated good attendance through their junior year.
- * Demonstrated a satisfactory behavioral record.
- * Completed an Emergency Health Form and Senior Privilege Contract.
- * Participation in the Junior Career Fair

Any senior receiving an "F" or "I" for the previous term, will have their privileges revoked until mid-term grades are posted and they are demonstrating satisfactory progress in their course work.

STUDENT FINES/OBLIGATIONS

In order to encourage students to take care of books, materials, equipment, fund raising kits, daily parking fees, etc., it is necessary to charge fines and/or payment for lost or damaged articles. If a student owes fines, detention, or other obligations, the following consequences may be imposed: grade of incomplete, delayed registration, withheld report card, suspension, and other consequences.

SUPERVISION STAFF

Chisago Lakes High School employs supervision staff to maintain a secure and healthy environment in the building and the campus area. The supervision team members help new students, monitor general movement in the hallways and report any unusual activity within the building or in the student parking lot. The supervision staff works to resolve verbal and physical disputes involving students. Supervision staff encourages students to maintain a safe environment. They enforce school discipline policies by holding students accountable for their actions.

A supervisor will be assigned to the parking lot gate to assure that movement in and out of the parking lot is monitored and limited to students with passes. The staff may also supervise study halls, structured study, and in an effort to maintain a smoke-free environment, assist the staff supervising restrooms.

TELEPHONE PROCEDURES

The classroom phones are not available for student use. Students will not be permitted to leave class periods for the purpose of making telephone calls. One office phone is available for student use during passing time only. Arrangements will be made to relay messages to students in emergency situations. All non-essential messages will be relayed to students whenever possible, typically through paging students at passing time or at the end of the day. Classrooms will not be disrupted for phone messages.

VEHICLE PERMITS

All cars parked on school grounds must have a CLHS permit visibly displayed. The approved permission slip (available in Admin. office) is due at the time of purchase of permit. Students who wish to drive to school may purchase a permit in the office. The cost is \$100.00 per school year. If the permit is purchased after the 2nd semester, the cost is \$50.00. Specific regulations are listed on the permission slip. Violation of the regulations will result in revocation of the permit, a ticket through the Lakes Area Police Department and/or towing of the vehicle at the student's expense. No parking in fire lanes, along tennis courts, in visitor spots, or in the East staff parking lot. By not following the driving and parking regulations students may lose parking privileges and have additional consequences. Permit information will be announced. CLHS reserves the right to deny parking privileges. Student vehicles are subject to search if there are reasonable grounds to suspect stolen property, drugs, weapons, alcohol, or other contraband is present in the vehicle, or that the vehicle is involved in violations of local ordinances, state law, or school policies.

YOUTH OFFICER

The Chisago Lakes School District and the Lakes Area Police Department work together to ensure students have a safe environment in which to learn. The officer is available to assist students with their concerns and to promote a positive relationship between the school, police department and students. The officer also helps with school sporting events and other activities for students.

Attendance Procedures

Regular attendance is the foundation of a successful school experience and essential to the educational program at CLHS. Classroom experiences are valuable and essential. Time loss from class cannot be regained and absences will result in the loss of valuable opportunities to learn. Research has clearly indicated that the amount of time a student is involved in instruction has a direct relationship to his or her academic achievement.

FROM CHISAGO COUNTY ATTORNEY, JANET REITER:

I want to take this opportunity to advise you of the truancy laws that have been enacted by the Minnesota Legislature... Minnesota Statute 120A.22 states that, "the parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship". Minnesota Statute 120A.34 states that "Any parent/legal guardian who fails or refuses to provide for instruction of a child as required under Section 120A.22, after being notified to do so by a truant officer or other official, is guilty of a misdemeanor." Minnesota Statute 260C.007 subd: 19 defines an Habitual Truant as "a child under the age of 16 who is absent from attendance at school without lawful excuse for seven school days ... or for one or more class periods on seven school days if the child is in the secondary level."

ABSENCE FROM SCHOOL

Please advise the attendance office as soon as possible of your student's absence by calling the attendance line at 213-2513. You will be issued an admit slip from the attendance office upon your return. All absences not otherwise excused are unexcused. **An absence not excused by note or telephone call within 3 school days of the absence will be recorded as unexcused and will become truancy.** Please note that whenever you are absent from school you may not participate in after school activities on

the day of your absence. You must also be in attendance at school from 10:40 a.m. through the rest of the day to participate in athletic practices or games. The school will attempt to call parents to verify absences.

I. CLASSIFICATION OF ABSENCES

A. **School Authorized Absences** - need to be verified at the time of the absence.

- All school approved absences
- Official religious holidays
- Death in immediate family
- Attendance at MSHSL events must be approved prior to attending the event
Make-up work is expected to be completed.

B. **Excused Absences** – please make every attempt to schedule appointments before school, at lunch break or after school. Absences need to be verified at the time of the return to school. Make up work is expected. Examples would be illnesses, family emergencies, & prearranged absences. Other absences may be verified for authentication if needed. Inclement weather may be considered an excused absence.

C. **Family Vacations:** Due to the number of breaks within a school year, family vacations should coincide with the school calendar. The school believes that vacations scheduled outside of the school calendar distracts from your child's education and should be avoided. Vacations must be pre-approved with make-up work and due dates arranged through teachers and counselor. **Pre-approval forms must be picked up in the attendance office prior to any vacation of 3 or more days.**

D. **Unexcused Absences** - all absences not otherwise excused are unexcused. An absence not excused by note or phone call WITHIN 3 SCHOOL DAYS of the absence will be recorded as unexcused. An unexcused absence is an absence for reasons that are not recognized by the school authorities as legitimate.

A few examples of unacceptable reasons for absence/tardiness are:

- a) car trouble (students will be allowed one absence or late due to car trouble per year)
- b) overslept; alarm did not work
 - c) shopping
 - d) needed at home
 - e) family vacation (not prearranged)
 - f) driving exam at any other facility other than Lindstrom (Tuesdays only)
 - g) leaving school during regular school day without prior approval
 - h) babysitting
 - i) missed school bus
 - j) work
 - k) no call or note from parent/guardian verifying the absence
 - l) personal (no reason given)
 - m) truancy, as defined above
 - n) others as determined by school administration

A 3% GRADE REDUCTION OF THE TERM GRADE WILL (unless approved through the appeals process) APPLY TO EACH UNEXCUSED ABSENCE.

Students will be expected to remain in their classes unless disruptive behavior causes removal.

E. **Tardies** - teachers will report tardies to record patterns of habitual tardiness. 3 tardies will equal 1 unexcused absence, and as in the case of unexcused absences a 3% grade reduction may be applied. Students concerned about the impact of their attendance on their final term grades, should follow the Appeals Process outlined below. Tardies of 15 minutes or more will become unexcused absences.

CLHS believes that school attendance is the cornerstone of academic success. Students who attend school regularly have greater academic success. We also acknowledge that occasionally situations happen that impact students attending school on a regular basis. In order to address these types of situations, CLHS has adopted an appeals process when student's attendance will impact their grades. The process is outlined as follows:

CLHS APPEALS PROCESS:

- Students must complete the "appeals form" and return it to the attendance office.
- The attendance office will issue the form and write the date which it was issued and the date to be returned.
- At the next Appeals Committee meeting, the team will review the appeals form and make a determination if the absence will be excused or not.
- The team will review the completed form and compare it to the attendance policy.
- Truancy situations will not be appealed.
- After the appeals meeting, the team will return all forms to the attendance office for any changes and a completed form will be mailed.
- Students/families will be notified through the mail regarding their appeal.
- Appeals that have completed the process will not be eligible to be sent through again.

A Chisago County Task force has developed a new attendance procedure for Chisago County Schools. Please note the following:

1. All absences from school must be verified by a parent through writing an excuse or place a telephone call to the attendance clerk at 213-2513.
2. If a student has been absent without an excuse for three or more partial or full days, a letter will be sent by school officials regarding truancy.
3. When a student has been absent without an excuse for four or more partial or full days the parents and the student may be required to meet with a school official. At that time, an outreach worker will schedule meetings with the student and his/her family to address this issue. Families that fail to complete the required sessions will be referred to the county truant officer.
4. If a student continues to be absent without an excuse for seven or more partial or full days, a truancy offense report may be completed and sent to Chisago County Health and

Human Services. At this point, an assessment will be conducted to evaluate the appropriateness of a referral to the Chisago County Attorney's Office for a truancy petition. Excessive excused absences can be defined as 3 or more consecutive days of absence, 4 or more days of absence in a month, 10 or more days of absence in a school year.

When students have excessive absences due to health reasons, they may be referred to a licensed school nurse for follow up. School officials will notify parents by mail regarding excessive absences and may require doctor's notes to verify absences.

II. ATTENDANCE PARTICIPATION GRADE - a daily participation grade based upon attendance and punctuality may be a part of the courses offered at Chisago Lakes High School. Students who are absent will lose a portion of the daily participation grade.

III. NOTIFICATION - Parents and students will be notified in writing or by phone when attendance is becoming a factor in a student's success.

Student Conduct & Discipline

I. Statement of Policy

It is the position of the school district that a fair and equitable school discipline policy will contribute to the quality of a student's educational learning experience. Therefore, this discipline policy has been adopted.

It is the responsibility of the school board, administrators, teachers and employees to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Statutes, State Board of Education regulations, and this policy in a fair and consistent manner.

Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's educational program.

II. Disciplinary Guidelines

Discipline should not be confused with punishment. The goal of discipline is to create a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

Discipline policies within the school shall be enforced within the general guidelines as set forth below. These guidelines clearly describe the various actions, which will be taken for violations of the law and the school district standards of discipline.

The MAXIMUM actions are expulsion and exclusion. The listing of MINIMUM action does not imply or require that an administrator or staff member in dealing with a violation employ a step-by-step progression of increasing severity.

The format of this section is to list only the mandatory MINIMUM disciplinary action for each violation. The following represent the majority of violations that occur in the schools. The list, however, does not necessarily include all violations, which may occur and will be handled in an appropriate manner at the discretion of the administration.

Disciplinary action will be taken for any behavior, which disrupts good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district. Disciplinary action may include, but is not limited to the following:

- detention
- removal from class
- loss of school privileges
- suspension (in or out of school)
- parent conference with school personnel
- modified school program
- exclusion
- chemical health referral
- expulsion
- restorative justice referral at YSB

1. Behavior Violations

Administrative Procedures

A. *Truancy/absenteeism*

B. *Tardiness, excessive*

C. ***Leaving school grounds-***
leaving school grounds during school hours without prior approval.

D. ***Willful disobedience-***
refusal to follow published school rules and regulations.

E. ***Continued willful disobedience-***
repeated refusal to follow school rules and regulations after conference resulting from first violation.

F. ***Defiance of authority-*** willful refusal to follow legal direction/order given by a staff member.

G. ***Disruptive behavior-*** actions which interfere with effective operations of the school.

H. ***Cheating-*** the act of willfully obtaining, giving, using of information on a test or assignment that distorts the true evaluation of what a student knows or has achieved.

I. ***Driving & parking lot violations-***
failure to follow the rules & regulations of the driving and parking lot contract.

J. ***Leaving class without permission-***

Minimum disciplinary action

A. Detention, suspension, parent/guardian notified, loss of school privileges, court referral, pre-court referral consequences

B. Detention, parent/guardian notified, loss of school privileges, suspension court referral, pre-court referral consequence.

C. Detention, parent/guardian notified, loss of school privileges, suspension, dismissal.

D. Detention, parent/guardian notified, loss of school privileges, suspension.

E. Suspension, parent/guardian conference, possible expulsion.

F. Detention, suspension, parent/guardian conference upon return, dismissal.

G. Student conference, detention, suspension, loss of school privileges.

H. Students found cheating will be subject to but not limited to, reduction in grades, removal from class, suspension, exclusion, and expulsion. An F grade will be assigned for the test or work in question.

I. Loss of parking privileges, referral to the Lakes Area Police, detention, parent /guardian notified, suspension.

J. Structured study, detention, loss of school privileges, suspension, referral for truancy.

K. **Senior privilege violation-** violation of privilege contract.

K. Loss of privileges, detention, parent notification, suspension.

2. Violations against Property

A. **Willful damage of school property -** any student who willfully cuts, defaces, or otherwise injures in anyway any property, real or personal belongings to the school district is liable to suspension or expulsion and the parent or guardian shall be liable for all damages so caused by their child.

A. Detention, restitution, loss of school privileges, suspension.

B. **Willful damage to property of staff members and others.**

B. Parent/guardian notified, detention, restitution, suspension.

C. **Theft**

C. Detention, parent/guardian notified, suspension, notification of police. The guilty student is responsible for the cost of the repair or replacement of the damaged or missing property.

D. **Robbery/Extortion-** the obtaining of property from another where his/her consent was induced by use of force or threat of force.

D. Mandatory notification of the police, parent/guardian conference, suspension, possible expulsion.

E. **Trespassing/unauthorized use of school property-** the unauthorized or illegal use of school property for non-school sponsored events.

E. Parent/guardian conference, possible notification of juvenile authorities or police.

F. **Unauthorized vehicles in the school parking lot-**

F. Ticket, vehicle towed, loss of school or parking privileges.

3. Violations against person(s)

A. **Assault** (verbal/physical)- assault is doing an act with intent to cause fear in another or immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

A. Notification of police, detention, suspension, parent/guardian notification.

B. **Bringing/storing dangerous Weapons on school property-** Student(s) may not bring, possess or store a gun or any other dangerous weapon or facsimile in school, in a school vehicle, or on school property including vehicles

B. Disciplinary action may include mandatory notification of police, suspension, immediate dismissal, expulsion. Federal & state laws regarding these violations can mandate expulsion.

parked in the school parking lot. dangerous weapons also include knives as well as other devices that could cause bodily harm or injury. Pocketknives are not allowed in school. A student who finds a weapon or discovers they accidentally have a weapon in their possession or in their vehicle, must immediately report this to the administration office.

C. **Aggravated assault-** is committing an assault upon the person with a dangerous weapon which inflicts great bodily harm upon the person of another.

D. **Fighting-** mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

E. **Aggressive behavior-** any physical behavior, (pushing, shoving, kicking etc.) that disturbs the educational order.

F. **Harassment-** participating in, or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals.

G. **Hazing-** Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

H. **Interference/Obstruction-** any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.

I. **Verbal Abuse/gestures-** threatening language, vulgar/ profane language, inappropriate gesturing/remarks.

J. **Disrespectful language/conduct-** comments and/or conduct directed toward any school employee which demonstrates a lack of respect.

C. Mandatory & immediate notification of the police, suspension, possible expulsion.

D. Notification of police, parents, suspension and possible expulsion.

E. Detention, notification of police, parent conference, possible expulsion.

F. Refer to district harassment policy.

G. Refer to district harassment policy.

H. Suspension, dismissal.

I. Detention, parent/guardian notification, suspension, immediate dismissal.

J. Detention, suspension, dismissal parent/guardian notification.

4. Chemical Use; Dangerous, Harmful, & Nuisance Substance

A. **Alcohol**- possession, use or being under the influence of any alcoholic product while on school grounds/ or at school sponsored activities.

A. Mandatory confiscation, immediate police notification, parent/guardian notification, suspension, referral for chemical evaluation and/or treatment.

B. **Tobacco**- possession or use of any tobacco product by a student while on school grounds or at school sponsored activities.

B. Confiscation, parent/guardian notified. Police notification, infractions are accumulative.

C. **Dangerous, harmful, nuisance**- possession, being under the influence, sale, distribution on or off school premises /of any controlled substances or drug paraphernalia or uncontrolled mind altering substances as defined in Minnesota Statute 152.02.

C. Mandatory confiscation, police notification, parent/guardian notification, referral for chemical evaluation and/or treatment, infractions are accumulative, possible expulsion.

5. Bus Misbehavior

A. **Inappropriate behavior on a school bus**- (see school bus rules)bus drivers are responsible for the orderly conduct of students while they are on the school bus.

A. Parent/guardian conference, written report sent to parents, suspension, revocation of bus riding privileges, infractions are accumulative.

B. **Repeated inappropriate behavior on the school bus.**

B. Denial of transportation on the school bus.

6. Other Violations

A. **Gambling**- the playing of a game of chance for stakes.

A. Student conference, confiscation of paraphernalia, detention, possible expulsion.

B. **Disorderly conduct**- engaging in offensive, obscene, or abusive language or in a boisterous and noisy conduct intending to arouse alarm, anger or resentment in others, or is disruptive to the school climate.

B. Detention, suspension, referral to law enforcement.

C. **Forgery/signature falsification**- falsifying signatures, dates, or times. refusal to give proper identification or giving false identification when requested to do so by a staff member.

C. Detention, in-school suspension, loss of school privileges, parent/ guardian notification.

D. *Unauthorized distribution*- distribution or possession of literature on or near school property or inflammatory, libelous, slanderous, or otherwise unauthorized material.

D. Detention, parent/guardian notification, suspension.

E. *Fires and false fire alarms*- arson the intentional destruction or damage to any school building or property by means of fire or explosives. Or unauthorized use of a fire alarm or pull station.

E. Mandatory immediate notification of police, suspension, recommendation for expulsion.

F. *Internet violations*- failure to use the internet in an appropriate, educational manner. Please refer to the entire Chisago Lakes District internet policy found in this handbook.

F. Detention, loss of internet privileges, loss of credit, reduction in grade, suspension, expulsion, referral to the police.

G. *Lighter/matches*- possession/or use is strictly prohibited on school grounds.

G. Detention, confiscation, referral to the police, suspension.

H. *Electronic devices*-(cell phones, IPODS, MP3 players, etc) failure to follow outlined electronic policies and procedures.

H. confiscation, parent contact, detention, suspension; refusal to comply results in ISS.

EMERGENCY PROCEDURES

EMERGENCY EXITS

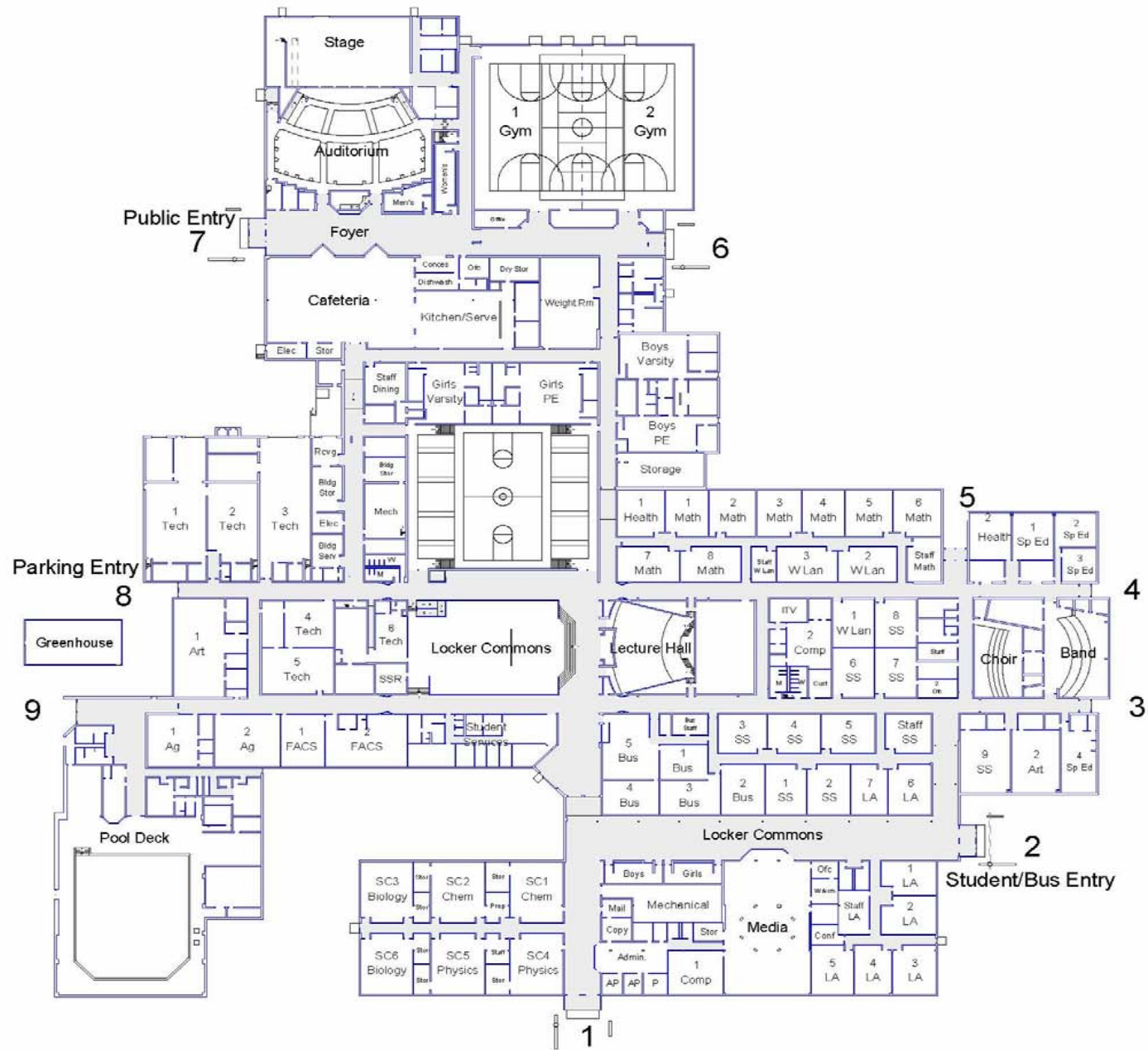
<u>Exit 1:</u>	Admin. Office Business 1-5 Commons Science 1-6 Guidance Office Old auditorium	<u>Exit 5:</u>	Math 3, 4, 5, 6
<u>Exit 2:</u>	Lang. Arts 1-7 Media Center Social Studies 1, 2	<u>Exit 6:</u>	Boys & Girls Locker Rooms Gym 1, 2, 3, 4 Health 1 Math 1, 2, 7, 8
<u>Exit 3:</u>	Art 2 Band Choir Science 7 Soc. Studies 4-7 Spec. Ed. 4	<u>Exit 7:</u>	Cafeteria P.A.C.
<u>Exit 4:</u>	Computer Lab 2 Social Studies 8 Spec. Ed. 1, 2, 3 World Lang. 1-3 ITV classroom	<u>Exit 8:</u>	Art 1 Ind. Tech. 1-3, 6
		<u>Exit 9:</u>	Ag 1 & 2 FACS 1, 2 Ind. Tech. 5 Pool

**Students are urged to refer to the building directory for location of these exits and to the fire exit maps on the classroom walls. The teachers will give instructions for all drills.

GENERAL INSTRUCTIONS FOR TORNADO DRILL:

Each spring we will practice a tornado drill procedure. One of the drills will be in conjunction with the WCCO Radio tornado drill. Please follow the instructions carefully. A map of the school showing where your classroom moves to in case of this emergency is displayed in your room.

Chisago Lakes High School Building Map



Wildcat Activities Information 2010-11

HS Athletics:	\$160.00	All Sports (except Hockey) Cheerleading
	\$260.00	Hockey
HS Fine Arts:	\$75.00	All-School Play
		Knowledge Bowl
		Marching Band
		Math League
		One Act Play
		Speech
	\$25.00	Power lifting

Limit of three fees per student per year. No family limit.

Waiver of Student Fees Policy 5103.1 (Those eligible for free/reduced lunches may apply).

For additional information contact the Activities Office: 651-213-2526

**Chisago Lakes High School Additions to
Minnesota State High School League Rules**

Attendance: A student who is a participant in school activities must be in attendance by the beginning of his/her third block class to be eligible to participate in that day's practice or event. Students with an unexcused absence on the day prior to a weekend or vacation day event will not be allowed to participate on that team or activity. Any exceptions must be approved through the administration before the absence occurs.

Academic Eligibility: The following policy is based on a four-period day. To be eligible for activities a student needs to be enrolled in at least three classes with a total value of 1.5 credits per term*. If a student drops below 1.5 credits per term, the student becomes ineligible.

*Exceptions:

- 1) Seniors enrolled in three classes will be eligible to participate with 1.25 credits in Terms 1, 2 and 3.
- 2) Seniors who are meeting the requirements for graduation must carry at least 1 credit in Term 4.

Academic progress will be checked at the end of each term. Any credits taken and earned during the summer and prior to the following school year shall count towards a student's fall eligibility.

If a student has not earned at least 1.5 credits during the previous term, he/she becomes ineligible. A student may have one grade of incomplete and still participate. A student who has more than one incomplete is ineligible. A student who has incompletes as a result of

extenuating circumstances may request that teacher's "sign off" on those incompletes if a plan for completion of the required work has been made.

Students who have earned a minimum of 1 credit have the opportunity to work towards a probationary status. The student will be ineligible until mid-term. At mid-term, progress will be checked. If a student is passing all classes at mid-term, they will be placed on probation and allowed to participate. Continued participation will be based upon weekly progress reports of passing all classes. If at any point from mid-term to the end of the term, the student is not passing any of their classes, they immediately become ineligible.

A review board consisting of the Principal, a Counselor, a Teacher and the Activities Director, who will act as chairman, will be set up to deal with any student who wishes to appeal the above ruling. The appeal shall be made in writing and shall be submitted to the Activities Director. All of the information regarding the Fair Hearing process is on the MSHSL website.

School suspension: A student suspended from school during a season in which he/she is a participant will sit out the next event in their activity. Further suspension could result in dropping from the team.

Other violations: A student shall not violate the racial/religious/sexual harassment and hazing by laws of the MSHSL. A student involved in said violations, violation of the criminal code, or vandalism of school property shall be subject to the same disciplinary action specified for alcohol/drugs. This policy applies to personal and/or group involvement.

Penalties: All sports, cheerleading, and speech are classified as Category I activities. League-sponsored activities that do not have a schedule of interscholastic contests (One Act Play, Music), and all other school activities are considered Category II activities. The penalty for Category II activities as defined by the school district is one-half the number of events of the Category I penalty. Rules and penalties are posted on the Minnesota State High School League website: www.mshsl.org. Printed copies are available in the Activities Office. If there is a question about any rule interpretation, contact the Activities Director. 6/27/03.

Mouth Guard Requirements for School Sports

Mouth guards are required for football and hockey. The Minnesota State High School League and Chisago Lakes Area schools "strongly recommend" the use of mouth guards in the sports of baseball, softball, basketball, soccer, volleyball and wrestling.

Transportation to Extracurricular Activities

- 1) All students involved in Chisago Lakes activities (athletics and fine arts) are required to ride in school transportation to and from an event. Parents or guardians can drop off and/or take home their child when prior notification is given to the coach, advisor and teacher.
- 2) Dates of activities will be open to coaches, advisors and teachers as far in advance as possible so participants and their parents can plan their schedules.
- 3) PSEO students involved in CLHS activities will be dealt with on an individual basis.

Post Season Honors

Students who have more than one MSHSL violation will not be nominated for post-season honors such as All-Conference, All-State, MVP, etc. In sports or activities where individual competition is used, their place will be listed, but no honors will be given.

Chisago Lakes Area Schools ISD # 2144

High School Athletic Activities

FALL

Boys & Girls Cross Country Running
Football
Boys & Girls Soccer
Girls Swimming & Diving
Girls Tennis
Volleyball
Cheerleading

WINTER

Boys & Girls Basketball
Dance Team
Gymnastics
Boys & Girls Hockey
Boys & Girls Alpine Skiing
Boys Swimming & Diving
Wrestling
Cheerleading
Power Lifting

SPRING

Baseball
Softball
Boys & Girls Golf
Boys Tennis
Boys & Girls Track & Field

High School Clubs

BPA
DECA
FCCLA
FFA
National Honor
Society
Student Council
Super mileage
SADD
Yearbook
VICA
Robotics
Art Honor Society
Link Crew
Go Wild

High School Fine Arts Activities

All School Fall Play	Instrumental Music
Knowledge Bowl	Marching Band
Math League	One Act Play
Speech	Visual Arts
Vocal Music	Variety Show

Chisago Lakes Area Schools Activities Department

www.chisagolakes.k12.mn.us