

## **ESKO HIGH SCHOOL**

2 East Highway 61  
P.O. Box 10  
Esko, Minnesota 55733  
(218)879-4673

This handbook belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## **DISTRICT OFFICE**

**Superintendent**  
Aaron Fischer

**Business Manager**  
Teresa Hart

**Administrative Assistant**  
Julie Pelletier

**Office Assistant**  
Emily Johnson

## **HIGH SCHOOL OFFICE**

**Principal**  
Greg Hexum

**Administrative Assistant**  
Gretchen Grover

**Administrative Assistant**  
Melissa Salmela

**Information Management Specialist**  
Amber Fisher

**COUNSELOR**  
Nicole Peterson

**COUNSELOR**  
Cora VandeWege

**CAREER CENTER**  
Joyce Bergstedt

## **ELEMENTARY OFFICE**

**Principal**  
Brian Harker

**Administrative Assistant**  
Sam Engen

## **ACTIVITIES & ATHLETICS**

**Director**  
Chad Stoskopf

## **COMMUNITY EDUCATION**

**Director**  
Michele Carlson

## **HIGH SCHOOL STAFF**

**Heidi Adkins**

Library Aide

**Alissa Anderson**

School Psychologist

**Scott Antonutti**

Social Studies

**Scott Arntson**

Math

**Gary Beaudot**

Math

**Deb DeArmond**

Family & Consumer Science

**Desi DeLeon**

Social Studies

**Lisa Dupuis**

Social Studies

**Charles Farrow**

Social Studies

**Corey Gray**

Business Education

**Ben Haugen**

Math

**Jennifer Hoffmann**

French

**Lorelei Holland**

Vocal Music

**Blake Johnson**

Science

**Gavin Johnson**

Science

**Cheryl Lancette**

Spanish

**Matthew Leibfried**

English

**Sarah Leischke**

Special Education

**Caitlin Lilly**

English

**Brenda Lilly**

English

**Rich Mowers**

Instrumental Music

**Sue Northey**

P.E. – Health

**Jana Olson**

Speech/Language Clinician

**Angie Orvedahl-Jalonen**

Technology Coordinator

**George Perich**

P.E. - Health

**Bridget Peterson**

Media Specialist

**Nicole Peterson**

9-12 Guidance Counselor

***Sarah Petite***  
Physical Education

***Andy Roberts***  
Math

***Emily Rogers***  
Art

***Justin Scheider***  
Industrial Technology

***Orianna Scherer***  
Science

***Julie Schramm***  
Special Education

***Chad Stoskopf***  
Activities Director

***Kristy Streveler***  
English

***Rhoda Stuermer***  
School Nurse

***Michelle Sweeney***  
Special Education

***Cora VandeWege***  
7-8 Guidance Counselor

***Jeremy Weaver***  
Math

***Mary Weets***  
Special Education

***Laura Zimny***  
Science

### ***DAILY TIME SCHEDULE***

(50-53 minute periods, 5 minute passing time)

Period 1.....	8:15- 9:11
Period 2.....	9:16-10:06
Period 3.....	10:11-11:02
Lunch (Grades 7- 8).....	11:02-11:32
Period 4 (Grades 7- 8).....	11:37-12:28
Period 4 (Grades 9-12).....	11:07-11:58
Lunch (Grades 9-12).....	11:58-12:28
Period 5.....	12:33- 1:24
Period 6.....	1:29- 2:19
Period 7.....	2:24- 3:14

### ***SPECIAL PROGRAM / PEP FEST SCHEDULE***

Period 5.....	12:30-1:10
Period 6.....	1:15-1:55
Period 7.....	2:00-2:40
<b>Program.....</b>	<b>2:40-3:14</b>

### **LET'S GO ESKO**

Let's go Esko down the floor;  
Let's go Esko we will score.  
We are rooting for you Esko High  
We will stop (opponent) cold.  
Let's go Esko do or die,  
We will win for blue and gold.  
We, Esko, will stop our foes.  
Let's go, Esko, let's go!

### **ESKO SCHOOL SONG**

(To the tune of Minnesota Rouser)

Esko High School hats off to thee,  
To our colors true we shall ever be.  
Firm and strong, united are we,  
U-rah-rah for Esko High,  
U-rah-rah-rah  
Rah for Esko High!

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## **FORWARD**

The policies of the Esko High School student handbook are implemented for the safety and benefit of all students and staff members of the school. They are updated annually to insure that they are current. They are then presented to the Board of Education for review. Regardless of any provisions in this policy to the contrary; a student may be subject to a suspension of up to ten days, expulsion, or exclusion for violating any provision in this policy. A more detailed policy is included in the Minnesota School Board Policy as adopted by the Esko School Board.

## **Honesty and Integrity**

**HONESTY and INTEGRITY**---Esko High School is committed to offering a quality education to all students. The burden of proof for the originality of the work is the responsibility of the student. Plagiarism, copied assignments or allowing another student to copy an assignment is not acceptable. Penalties for violations of Honesty and Integrity expectations may include loss of credit, alternative assignments, loss of points, and/or repeating the assignment. Violations of Honesty and Integrity expectations will impact National Honor Society membership and consideration for local scholarships.

Students and Parents who wish to have a formal review or appeal of penalties for violations will be heard by the Esko High School Faculty Council.

## **Academics**

### **SUBJECT OFFERINGS for GRADES 7 & 8**

<b><i>REQUIRED SUBJECTS:</i></b>		<b><i>ELECTIVES:</i></b>
English Phy Ed/Health Mathematics Science Social Studies	<b>.25 credit Exploratory Coursework</b> Art FCS Industrial Tech. Content Reading Foreign Language Computer Apps.	Band Choir

Grades 7 and 8 may be required to repeat the entire year of Math, Science, English or Social Studies due to failure.

**Exploratory Courses** are quarter (9 week) courses.

### **GRADUATION REQUIREMENTS**

You must earn a minimum of 24 high school credits in grades 9-12:

- ◆ 4 Credits in English, ½ credit each semester (not Spanish or Journalism)
- ◆ 3.5 Credits in Mathematics
- ◆ 3 credits in Science, including grade 9 Science, Biology, and Chemistry or Physics.
- ◆ 3.5 credits in Social Studies, including grade 9 American History, 10<sup>th</sup> Grade World Cultures, Economics, American Government, and World Geography
- ◆ 2 credits in Physical Education and Health (1 full credit of each) during grades 9-12.
- ◆ 1 credit in the Arts
- ◆ 7 credits of electives
- ◆ 2 or more credits of foreign language are recommended for college bound students

Students are encouraged to take additional courses beyond these minimums. Students in grades 10-12 are given priority for electives.

**ADDING AND DROPPING CLASSES**—If there is room, a class may be added to a student’s schedule if done within the first six days of the semester. If a student drops a class **after** six weeks into a semester, a grade of “Fail” will be recorded on the report card and the permanent record. Unless authorized by the high school principal, a student will not be allowed to drop a class if it will reduce the number of classes he or she is taking to less than the minimum requirements. Exceptions may be made in unusual situations at the discretion of the high school principal. All students must be enrolled in 6 classes to be considered full-time.

**CLASS STATUS/GRADUATION**—Students must make satisfactory progress toward graduation to maintain good standing in their class. A student must have 5 credits to be considered a Sophomore, 10 credits to be considered a Junior, and 16 credits at the start of the year, to be considered a Senior. Credits will assist in determining class status and locker placement. **In order to be considered in the class rank, a student must have completed a minimum of 10 credits at Esko High School. (Except for seniors who transfer from another high school.) Home school grades will not be accepted for the purpose of calculating class rank.**

Grade point averages used to determine class rank will include all course work for grades 9-12, including summer school, PSEO, and CAAEP (Cloquet Area Alternative Education Program). Seniors ranking in the top 10% of the class will be recognized at commencement along with Valedictorian and Salutatorian. Students who have completed 23.5 credits will be eligible for commencement participation.

**HONOR ROLL**—Esko High School students will receive recognition for achieving success based on the following criteria: G.P.A. of 3.000 or above (merit roll) G.P.A. of 3.650 or above (honor roll) and students raising their G.P.A. by .500 or more will be recognized after two quarters.

**INCOMPLETES**—At the end of each marking period a grade of incomplete may be given **only** when a student has been absent, and is still within the make-up period. Students should make an effort to make up incomplete grades immediately. In all other cases, grades will be given, taking into consideration the work which has been completed and handed in to the teacher by the end of the marking period. No incomplete grades are to be given at the end of the year except by special arrangement with the high school principal. For absences of more than 5 days, only one day of make up will be allowed for each day of absence. Grades of incomplete will be changed to an “F” two weeks after report cards are posted, unless prior arrangements have been made with the teacher.

**INDEPENDENT STUDY** – In order to provide more advanced, challenging and diverse classes, Esko High School offers students an opportunity to pursue fields of study that are not currently a part of our standard curriculum. The purpose of an Independent Study is to allow students that either demonstrate a 3.0 average or have a particular talent, interest and/or skill in an area not currently offered may pursue an individualized course of study. Any student interested in completing an independent study contacts a faculty member who teaches the desired course. The course cannot be one that is currently being offered as a part of the regular curriculum. Once the student and faculty member decide on a course of study, a request for independent study form must be completed and *turned in no later than 2 weeks prior to the beginning of the semester for which they are applying. (Applications for fall semester must be turned in no later than 2 weeks before the end of the year.)*

**Steps to Request an Independent Study:**

1. Decide what course of study you would like to pursue; either set up an appointment with the faculty member that would best be able to assist you, or get advice about which faculty member would best assist you. Schedule a meeting with a faculty member and ask him/her to be your sponsor for the independent study.
2. If the faculty member agrees to become your faculty sponsor, make sure that a course of study is set in writing which outlines the work you will be doing throughout the semester. This should also include a course objective, title, prerequisite (if any) and methods of evaluation.
3. Write a brief description of your course of study 300-500 typed words- outlining what you plan to accomplish during the semester.
4. Fill out an application for Independent Study. Make sure that you get your faculty sponsor to sign the application form.
5. Bring the brief description of your course of study along with this application form and turn them both into the guidance counselor before the deadline.

**MID-TERM REPORTS AND REPORT CARDS**—Information indicating student progress is available to parents on the Infinite Campus Parent Portal and the Canvas Learning Management System. To set-up access, contact the high school office at 879-4673. Paper copies of report cards will not be mailed to student’s home unless there is a written request on file in the office. Paper copies of report cards are provided to parents at parent-teacher conferences.

**PARENT PORTAL**—Access to the Infinite Campus Parent Portal and the Canvas Learning Management System is available to Esko High School parents through the Esko Public Schools website. The Parent Portal allows parents to access final grades in each of their student’s classes. Infinite Campus and Canvas are tools parents can use to monitor student progress. It is not designed to replace parent-teacher communication, which allows for a more comprehensive discussion regarding student performance. Grade books on the Canvas Learning Management System are updated by teachers on a regular basis, but grades and assignments may not be current to the day.

**PARENT-TEACHER CONFERENCES**—Parent teacher conferences are scheduled the first and third quarter, **Parents may also communicate concerns to the faculty electronically from the school web-site ([www.esko.k12.mn.us](http://www.esko.k12.mn.us)) by using the “Parent Portal”.** Additional appointments should be arranged for in advance to ensure teacher and room availability.

**NATIONAL HONOR SOCIETY and Honors Graduates**—Juniors and Seniors are selected for membership each Fall by a faculty committee. Selection is based on scholarship, leadership, character, and service. Decisions of the faculty committee are final. Members who have successfully fulfilled NHS obligations will be recognized at graduation. The top 10% of the class will be recognized at graduation as an “Honor Court” by wearing a gold cord. Class rank will be calculated based on GPA. NHS members will be recognized at graduation by wearing a gold NHS cord.

**PHYSICAL EDUCATION**—Students are provided school locks by their physical education teacher. A change of clothes for physical education participation is required for health and sanitation reasons. Students must bring their own shirt, shorts, shoes and socks from home for class. Students must provide their own towels. A student will be given one-day grace at the beginning of the semester to provide appropriate gym clothes. The second and each succeeding day without gym clothes the student will receive a zero for each day. Items of value should not be brought to school unless necessary. Valuable items should be locked in the student's physical education locker. Any item that is thought to be lost should be brought to the immediate attention of the physical education teacher.

To be considered excused from physical education class for one day, students must provide a note from a parent or physician. To be considered excused from physical education activities beyond one day, a physician's note is required.

**POST SECONDARY ENROLLMENT OPTIONS** – PSEO is a state financed program for public high school juniors and seniors, providing students an opportunity to complete some of their high school requirements by taking courses at a participating college or university. Students are not permitted to take courses that are not considered to be college level; this includes developmental and remedial courses. To be eligible, a student must meet the admissions requirements of the post secondary institution he/she wishes to attend (Class rank, G.P.A.). The college will then determine eligibility.

The Minnesota Department of Education recommends that students let their high school counselor know by March 30 if they intend to participate the following year. It is also important for students to talk with the PSEO advisor at the college they plan to attend. This is not an opportunity to try out college. PSEO is college. Once a student registers for courses they have started a permanent college transcript. Student performance will be reflected on that transcript, including dropping or failing a course. Esko High School receives final grades from partner post-secondary institutions and posts those to student transcripts, but EHS staff has no other access to student progress, grades or performance pertaining to PSEO courses. Responsibility lies solely on the the PSEO student.

While PSEO is tuition-free for students, those who drop PSEO classes after the established college or university deadlines may be required to pay associated late drop penalties or fees.

PSEO students are permitted to remain on campus during regular school hours, when taking online PSEO courses or during times their PSEO courses are not meeting. PSEO students who wish to remain on campus must inform the high school principal. Those students will be provided with access to school technology.

PSEO students (including students in EHS College in the Schools courses) are subject to the same grading, weighting, grade point, and class rank policies and procedures as regularly-enrolled Esko High School Students.

**SCHEDULING** --- Scheduling will take place each spring for the upcoming school year. All students must enroll in 6 classes to be considered full time.

**Adding a class:** A class may be added to your schedule if you meet the following criteria:

- 1) Your request must be made within the first 6 days of a semester
- 2) There must be room available for you in the class
- 3) Every effort is made to meet the needs of Esko High School students through a wide variety of curricular offerings. In some cases, it is not possible to register students for elective course choices/alternates due to scheduling logistics.

**Dropping a class:** A class may be dropped without penalty if you meet the following criteria:

- 1) You do not fall below 6 classes
- 2) You make the request within the first 6 weeks of a semester or 3 weeks of a quarter class
- 3) The class will be replaced by a study hall

Dropping a class **after** 6 weeks of a semester class or 3 weeks of a quarter class will result in the grade of "FAIL" being placed on the report card and permanent record.

Exceptions may be made in unusual situations at the discretion of the Faculty Council.

## **Attendance**

**Truancy Prevention Program** – Esko High School participates in a **Truancy Prevention Program** for all Carlton County high schools. EHS administration collaborates with county officials in cases of habitual violation of the Esko High School attendance policy. Through parent involvement and early intervention, we hope to avoid the court-based truancy petition process.

This program follows a three step process with our goal being to improve attendance:

The first step, we will notify the parent(s)/guardian(s) in writing when a student has compiled three (3) unexcused absences or a combination of eight (8) total excused and/or unexcused absences at any time during the semester.



The second step in this program will begin if your child reaches five (5) unexcused or a combination of ten (10) excused and/or unexcused absences. The student may be referred to the Carlton County Truancy Prevention Programs Officer, and a request for a meeting with the student, parents and/or school officials may be made.

The third step: Please be advised that if a student reaches seven (7) unexcused absences or fifteen (15) excused and/or unexcused absences administration may refer the student to the County Attorney's Office as a habitual truant to Minnesota Statute 260.007, subdivision 19. Upon receipt of a referral from administration, the County Attorney's Office may elect to file a truancy petition with the district court.

1. **ATTENDANCE** — Punctuality and regular school attendance are essential to success in school. The State of Minnesota requires compulsory attendance for all children between 7 and 17 years of age. Students who acquire more than 15 absences in a semester, for any non-school related reason, may receive a grade of Incomplete. Each absence beyond 15 requires a physician's note to be considered excused. Consistent school attendance is one means by which a student develops responsibility and self-discipline. For these reasons, student absence should be limited to those instances in which absence is genuinely unavoidable. Each student, his or her parent/guardian and the school share an obligation to encourage and insure good student attendance. Any time a student misses more than 10 minutes of a class period, he/she will be considered to have been absent for the entire period. For report cards and state reporting purposes, attendance will be reported as half or full days with 12:00 p.m. as the dividing point.

**Open- Enrolled Students:** *The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.*

**Definition of a Habitual Truant** – A student who has been absent without lawful excuse for 3 or more class periods on 3 days may be referred. A Habitual Truant is a child under the age of 18 who is absent from attendance at school without lawful excuse for 7 school days if in elementary school or for 1 or more class periods on 7 school days if the child is in secondary school.

**Excused Absences** – The burden of a child being excused from school is placed on the parent/guardian of the child. **A school has the right to accept or deny an application for an excused absence.** Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent.

#### **ACCEPTABLE REASONS for Absence**

Sickness (School may request doctor verification.)  
Medical/Dental visit/mental health included  
Religious holidays  
Extreme family emergencies  
(e.g.: death in the family, house fire, etc.)  
Funerals for immediate family members, relatives or close friends.  
Official school or college visits  
Active military duty

#### **UNACCEPTABLE REASONS**

(including but not limited to the following)  
Staying home to baby-sit  
Overslept  
Missed bus  
Inclement weather when school is in session.  
Travel without school permission  
Needed at home  
Work  
Vacations with family  
Personal trips to other schools or colleges

#### **Interventions taken by the school:**

1. Encourage student to attend and stay in school.
2. Advise parent/guardian of school policy and state law.
3. Seek and involve support services proactively. (i.e.: School Counselor, School Psychologist, and School-Linked Mental Health Services.)
4. Collaborate with the Carlton County Truancy Officer.

#### **Progressive Disciplinary Interventions:**

1. Loss of daily credit (and additional consequences as determined by school administration) for each of the first three hours of truancy.

2. Notify the parent(s)/guardian(s) in writing when a student has compiled three (3) unexcused absences or a combination of eight (8) total excused and/or unexcused absences at any time during the semester.
3. Refer to Carlton County Truancy Officer when student reaches five (5) unexcused or a combination of ten (10) excused and/or unexcused absences.
4. Truancy Officer may refer the student to the County Attorney's Office as a habitual truant to Minnesota Statute 260.007, subdivision 19. The Carlton County Attorney's Office may file a truancy petition with the district court.
5. After the 6th cumulative unexcused absence in a semester (and an administrative conference), the teacher may reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-).
6. In-School Contract (school staff meets with parents and student) may accompany interventions 3 or 4 above.
7. Loss of credit may follow the 15<sup>th</sup> hour of truancy or unexcused absence in a semester. Petition hearing possible with principal, instructor, counselor, parent and student.

**VERIFIED ABSENCE**—Phone calls or a note from parent or guardian **within 24 hours of the beginning of the absence**. We prefer that parents call or email the high school office by 8:30 a.m. each day a student is absent. If this is impossible, the student should bring a signed and dated note to the attendance secretary immediately upon his/her return to school. Absences that have not been excused according to the above rules will be considered unexcused.

**EXCUSED ABSENCES - SCHOOL RELATED**—Those where a student is under school staff control or supervision such as for a field trip, music contest or sports event. Students will not be marked absent on their report card for these days if they are excused by the school for these events, but they are expected to keep up with their school work and may not be given extra time to complete it. Student activities involving contests, conventions, etc. which occur during school days will be excused through the advisor or coach. However, students will not be given an additional excused absence for rest purposes as a result of the activity.

**EXCUSED ABSENCES - NOT SCHOOL RELATED**—**Must be verified within 24 hours by a parent or guardian** for illness, medical appointments, religious instruction or observance which can only be held during the school day and for limited emergency situations. Needed at home is **not** usually an excused absence. Prearranged temporary absence may be considered for excusal when the application form has been completed and approved prior to the absence.

**EARLY DISMISSAL**—All early dismissal requests must be dated and signed by a parent and brought to the principal's office before the first period class each day. Early dismissals should be limited to essential appointments or business that cannot be taken care of outside of school hours. Once you have received an early dismissal slip you may leave at the specified time without checking out in the office. If you return to school before 3:10 you must check in at the principal's office.

**UNEXCUSED ABSENCES**—All other absences. Major tests and assignments may be made up but no credit will be possible for daily participation grades and most quizzes.

**CLASS TRUANCY/SKIPPING**—Truancy is willful absence from school without parental permission or not following an assigned school schedule. Leaving a class early and excessive time for tardiness will be considered truancy. **Offenses: Zero** grades for all assignments and/or tests that day.

**EXCUSED TARDIES**—The attendance secretary will write excused or unexcused on first and fifth period admit slips for students who arrive after the 8:15 or 12:34 bell. For all other periods of the day, teachers are responsible for determining if a tardy is to be excused for their class. Tardies will be entered into the computer system and tabulated by the high school office.

**UNEXCUSED TARDIES**—Students are expected to be prompt in attending class with consequences for tardiness determined by school administration. 6 or more tardies in a class in a quarter is treated as an unexcused absence.

**Behavior** — It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well.

#### **BEHAVIOR EXPECTATIONS OF ESKO HIGH SCHOOL—**

- ♦ **Be Prompt and Prepared.** Be on time. Come with appropriate materials, including assignments with deadlines.
- ♦ **Respect Authority.** Listen to authority. Follow directions promptly. Accept responsibility for your behavior.
- ♦ **Self Esteem.** Demonstrate self-confidence by active participation. Demonstrate a positive attitude in word and action.
- ♦ **Respect the Rights of Others.** Use appropriate voices. Listen to the speaker. Respect the opinion and point of view of others. Respect individual differences and sensitivities. Refrain from harassment of any kind.
- ♦ **Respect Property.** Respect personal property of others. Respect school property. Assist in maintaining a clean school and environment.
- ♦ **Display a Concern for Learning.** Remain on task. Respect the rights of others to learn.
- ♦ **Display Appropriate Social Skills.** Accept disagreement, criticism, consequences, and compliments gracefully. Display courtesy. Display tact.

## **CONSEQUENCES—**

1. Warning/Teacher conference with student
2. Behavior plan
3. Documented call to parents
4. Meeting with the principal
5. Parent, teacher, administrator meeting
6. In-School Suspension
7. Out-of-School Suspension (1-5 days)
8. Permanent removal from the class and/or expulsion
9. \*Severe Clause (extreme behavior or disruptions can result in 4,5,6 or 7)

**SUSPENSION/DISMISSAL—** Consequences that involve dismissals via suspension and/or expulsion will follow the procedures established in the Minnesota Pupil Fair Dismissal Act.

Esko High School emphasizes proactive measures to support students and prevent behavior-related student dismissals. Likewise, behavior-related procedures and practices are implemented in a manner designed to prevent inappropriate behavior from recurring. Non-exclusionary disciplinary practices are used routinely by teachers, staff and administration.

Esko High School administration will not dismiss students without attempting to use non-exclusionary disciplinary practices and procedures before dismissal proceedings except where it appears that the student has or will create an immediate and substantial danger to self or to surrounding persons or property. Non-exclusionary disciplinary procedures and practices means alternatives to suspension that may include: evidence-based positive behavior interventions and supports, social and emotional services, counseling services, academic screening and alternative education services.

During times of dismissal from school, students are able to continue to access educational services, coordinated by school counselors, through access to course work via the Canvas Learning Management system, with credit given for completed assignments and make up tests or other assessments.

Students who are dismissed from school via suspension or expulsion are restricted from school grounds until 8:00 a.m. the day they are permitted to return. Those in violation are trespassing. Dismissed students may not participate in extracurricular activities during days of suspension or expulsion.

**BULLYING** – Esko High Schools policy meets the requirements of the Minnesota Safe and Supportive Schools Act. It expressly prohibits bullying (including cyberbullying) malicious and sadistic conduct and sexual exploitation) and outlines the definitions, procedures and regulations for bullying prevention and intervention.

Bullying is intimidating, threatening, abusive, or harming conduct that is objectively offensive. It involves an actual or perceived imbalance of power between the student engaging in the conduct and the target of the behavior, and the conduct is repeated overtime. The conduct materially and substantially interferes with the student educational opportunities or performance or ability to participate in school functions or activities. Not all negative interaction between or amongst students constitutes bullying.

This conduct may involve, but is not limited to intimidating, threatening, abusive, or harming conduct that causes physical harm to a student or property, violates student privacy, defames a student or students based on actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status, student performance, disability, status with regard to public assistance, or age.

Every effort is made to provide Esko High School students with a safe and supportive learning environment. When bullying is witnessed and/or identified a remedial response will follow that will follow the school disciplinary procedures.

A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Parents of students who are perpetrators and/or victims of bullying will be notified of the behavior by school officials. The school district may take into account the following factors:

- The developmental and maturity levels of the parties involved;

- The levels of harm, surrounding circumstances, and nature of the behavior;
- Past incidences or past or continuing patterns of behavior;
- The relationship between the parties involved; and
- The context in which the alleged incidents occurred.

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a teacher, counselor or the school's official bullying contact designee, the high school principal.

This policy applies not only to students who engage in an act of bullying, but also to students who condone or support another student's act of bullying.

The school district will provide appropriate training to staff and students regarding bullying prevention annually.

**DETENTION**— Detention may be assigned for basic violations of school policy or policies established by the classroom instructor. Two types of detention are used in our school:

1. Teacher assigned—students report to the teacher at a time and place determined by the teacher.
2. Assigned by the principal to students who violate basic school policies or fail to serve their detention for a teacher.

Repeat offenders may follow a progression of 1 detention, 3 detentions, 5 detentions, in school suspension/and out of school suspension. (Tardies and referrals for discipline will be considered jointly.) All detentions are expected to be served the week they are assigned.

Detention room rules:

1. No talking, eating or sleeping.
2. No passes out of the room.
3. Students must stay seated at desks designated by the teacher on duty.
4. Time must be served in 25 minute segments.
5. Students are to bring enough homework or acceptable reading materials to last for the entire period.
6. Violations of the above conditions may result in no credit for the 25-minute segment and possible referral for further disciplinary action.
7. Students who fail to serve their detention during the week in which it was assigned may face out of school suspension for the following Monday.

**GENERAL CONDUCT**—Each student is expected to conduct themselves in a positive and appropriate manner. Misconduct is a reflection upon individual students, the school, and community. Students are required to show respect for themselves and others.

1. Behavior problems of students include (but are not limited to):
  - a) Offensive language
  - b) Offensive behavior in and around school and on buses.
  - c) Fighting
  - d) Skipping school or classes
  - e) Vandalism to public or private property
  - f) Stealing
  - g) Insubordination (refusing to comply)
  - h) Threats and intimidation
  - i) Possession of firearms, knives, explosives, or other dangerous objects.
2. Consequences:
  - a) Step I—Communication with the parent through referral slip and/or personal contact.
  - b) Step II—Conference with parent, student, principal and appropriate staff to develop consequences of behavior.
  - c) Step III—Staffing with parents, faculty, and student to clarify expectations. (Students have the right to request one appropriate advocate to attend.)
  - d) Step IV—Suspension, alternative education, expulsion, or exclusion.
  - e) **Note:** Severe cases may result in severe consequences.

**HARASSMENT & DISCRIMINATION**— All students and employees of ISD 99 have the right to be safe and feel respected. Consequently, the following policy is designed to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult, whose behavior may include the following when related to religion, race, gender, or disability. Name calling; jokes or rumors; pulling on clothing; graffiti; notes or cartoons; unwelcome touching of a person or clothing; offensive or graphic posters or book covers, words or actions that create discomfort, embarrassment, or hurt are strictly prohibited.

If you are being harassed, you should either let that person know or report it to the principal (Human Rights Officer), counselor, or a teacher. You may also file a written report and turn it in to one of the above mentioned persons. Your rights to privacy will be respected as much as possible. Furthermore, all reports will be taken seriously, with appropriate action and consequences determined. **RELIGIOUS, RACIAL AND SEXUAL HARASSMENT and DISCRIMINATION ARE AGAINST THE LAW.**

**HAZING**—Students, teams or organizations are prohibited by MN Statute 127.467 from “hazing”. Hazing is defined as “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.” Hazing activities are prohibited at all times. The consequence for hazing is suspension from school, team or organization (or both) for a period of time as determined by the principal.

**INSUBORDINATION**—One of the most serious infractions in a school setting occurs when a student refuses to obey someone in authority. This is insubordination and will not be tolerated. Students in violation will be suspended. All adult staff members have been given the authority to direct students. If a student feels the request is unfair, he or she must comply; then bring the matter to the attention of the principal.

## **EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES—**

Alpine Skiing	Golf (Boys & Girls)	Softball
Bass Fishing	Hockey (Boys & Girls))	S.A.L.F.
Baseball	Jazz Band	Student Government
Basketball	Knowledge Bowl	Madrigals Choir
Cheerleading	Math Team	Swimming
Cross Country Running	One Act Play	Tennis
Cross Country (Nordic) Skiing	Soccer (Boys & Girls)	Track
Fall Play/Musical	Robotics	Volleyball
Football	Trap Shooting	Wrestling

### **EXTRACURRICULAR FEES-**

A fee will be charged for participation in extracurricular activities. Check with Head Coaches, Directors or Advisors for the amount of the board approved required fee. Students qualifying for free or reduced lunch will pay reduced fee. There will be no refunds should a student decide to drop part way through the season. The only students exempted from the fee structure will be those students who qualify for “Free Lunch” under the Child Nutrition Program. Fees should be paid to the secretary in the High School Principal’s Office either before school or during noon hours. We are paired with other schools for Hockey, Swimming, Tennis, Soccer and Skiing. See the Athletic Director for more information.

**EXTRACURRICULAR SCHOLASTIC ELIGIBILITY REQUIREMENTS**—Students participating in Esko High School extracurricular activities [Category I activities (Athletics) and Category II activities (Fine Arts)] must follow all guidelines as defined by the Minnesota State High School League, including making “satisfactory progress toward graduation.” Satisfactory progress includes enrolling and passing six classes per semester. Junior high students must be passing all their classes to remain eligible. Students receiving a failing grade during any quarter will be declared ineligible for 1/8 of the regularly scheduled season games. (I.e. 20 game schedule 2.5 games, 9 game schedule 1 game) Students receiving a failing grade for a semester or year in one of the six classes, will be declared ineligible for ¼ of the regularly scheduled season games (i.e. 20 game schedule 5 games), or until mid-term reports, whichever is earlier. Ineligibility begins with the first game after grades are determined. (Ineligibility will not affect practices or scrimmages.)

Periods of ineligibility for Category II activities, will be based on the number of performances or events for that activity. Students repeating a failed class during the summer will not lose eligibility. Students governed by Special Education Laws may have options determined by their Individual Education Plan.

Student-athletes who violate Esko High School standards of conduct, including standards related to sportsmanship, may be subject to disciplinary consequences, including but not limited to suspension from participation in extracurricular activities.

Esko Public Schools maintain a separate, comprehensive activities handbook detailing policies and procedures related to extracurricular participation. This handbook is available via the Esko High School Activities Director.

**EXTRACURRICULAR MEETINGS AFTER SCHOOL**—No meetings or rehearsals for students are permitted in the building without faculty supervision.

**PARTICIPATION—PRACTICE**—A student must be in school attendance at least one-half of the school day to be eligible to practice or participate in any school activity that takes place after school is dismissed that day. Lunch time is considered mid-point of the school day. The principal may waive this requirement for unique circumstances.

### **Internet, Email, Device**

**EMAIL**—Student email accounts may be available to Esko High School 10-12 grade students. In order for students to obtain a school email account, student and parent release forms may be required.

**INTERNET AND DISTRICT DEVICE/COMPUTER USE**-- The following are unacceptable and may result in privileges being revoked, school disciplinary action taken and/or legal action taken.

- Sending or displaying offensive messages or pictures
- Damaging computers, computer systems or networks
- Harassing, insulting or attacking others
- Employing the network for commercial purposes
- Use of the network for infringing on the rights of others.
- Using obscene language
- Trespassing in others' folders or files.
- Intentionally wasting limited resources
- Using others' passwords
- Use that compromises the security or integrity of the system
- Installing personal software or customizing the desktop
- Intentionally circumnavigating the district internet filter

Consequences for violating appropriate use of school email and internet policies follow a three-step progression from one-week removal of privileges, to three-week removal of privileges, followed by the permanent removal of email and/or internet privileges.

### **POLICIES AND PROCEDURES**

**ACCIDENTS**—All accidents, no matter how minor, should be reported to the teacher in charge and the school nurse. Serious accidents should also be reported immediately to the high school principal. The school reserves the right to take any action deemed necessary in a given situation to insure the health and safety of students.

**ALCOHOL, TOBACCO AND DRUGS**—Esko High School is a Tobacco Free School, following the guidelines of the MN Indoor Clean Air Act. Students in possession or consuming alcohol, tobacco or drugs during school or at school activities will face suspensions. Look alike substances will be treated under the same statute.

Esko High School expressly prohibits e-Cigs or any vapor-based nicotine (or other prohibited substance) delivery system on school property or at school events.

Students observed vaping, smoking, or chewing tobacco on campus will be subject to school disciplinary consequences. Violators will be subject to school discipline.

**AGGRESSIVE BEHAVIOR** – The following behaviors are unacceptable and may be reportable to Carlton County officials. The school's consequence will be consistent with the existing discipline policy with the maximum consequence being expulsion or exclusion.

**Assault or Terrorist Threat:** A threat of bodily harm or death to another person or property, without material physical contact.

**Aggravated Assault:** A person who threatens or inflicts bodily harm or death to another while in possession of a weapon. (The offender will also face a consequence under the weapons policy if applicable.)

**Fighting:** Characterized by violent aggressive behavior by two or more individuals involving physical contact. Consequences can range from detention to suspension.

**AUTOMOBILES AND OTHER MOTOR VEHICLES**—On school days between 7:00 a.m. and dismissal at the end of the day, students are not to park within restricted parking areas including those reserved for staff and fitness center members.

Whenever a student drives to school with a motor vehicle, the vehicle must be parked and locked and the student must leave the parking area. Students are not to sit in, visit at, drive or ride in motor vehicles during the school day. Only students who arrive late to school with written parental approval and students with early dismissal slips may drive a motor vehicle to or from the parking lot during the school day. Students who park in the school lots will be required to purchase a parking permit. This permit is good for one year only. Seniors and juniors will have preference in the south lot.

Student parking is prohibited in areas designated for staff between the hours of 7:00 and 3:15, and all times in areas reserved for fitness center/physical therapy clients. Additionally, no parking is permitted in areas outside of painted parking lot lines, including fire lanes.

Students who have been previously warned for parking lot violations may have their permits revoked without refund or be towed at their expense. Serious parking lot offenses may result in the immediate revocation of parking privileges and/or towing.

**BOOKS**—Books are provided free to students. When books are issued they become the responsibility of the student. They are to be cared for responsibly and returned at the end of the term in appropriate condition. Students whose book are excessively worn or abused will be fined.

**BUS TRANSPORTATION**—No participant in any activity where transportation is furnished will be allowed to drive his or her car to that event. Any student who goes on the bus to an event must return on the same bus. The only exception will be when parents provide transportation home following the school approved protocol, which includes a written release.

**CAFETERIA**—All student lunches are to be eaten in the cafeteria. Eating lunch in the halls, outdoors or washrooms is not permitted. Prepared foods are not to be taken from the cafeteria.

**CARE OF BUILDING AND MATERIALS**—Students, staff and community members like a school that is bright, cheerful and well cared for. The building was built at a great expense to the community and we all are justifiably proud of it. It is everyone's responsibility to keep our school as neat and clean as possible.

**CELL PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES**—The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including, but not limited to cellular phones, video cameras, and other personal electronic devices capable of transmitting data or images.

Standards for responsible use:

- Cell phones and other devices shall be turned off/silenced and be kept out of site during instructional time.
- Students will not be permitted to leave class to use an electronic device.
- Cell phones and other electronic devices may be used appropriately and respectfully before and after classes (including passing times) and during lunch in school commons areas.
- With prior approval of principal, teachers may permit the purposeful use of electronic devices in support of learning objectives.
- Students shall not photograph or record video of other individuals at school or school sponsored activities without their knowledge or consent, except for activities considered to be in the public arena such as sporting events or public performances.
- Students shall not email, post to the internet, or otherwise electronically transmit images or information about individuals without their expressed written consent during school hours or at school sponsored activities.
- Use of cell phones or other electronic devices is strictly prohibited in locker rooms or restrooms.
- Students shall not use cell phones or other electronic devices in any manner that may cause a teacher to question whether the student may be cheating on tests or other academic work.

Consequences for violation of this policy are:

First infractions: An employee will direct the student to turn off the device. The employee will then confiscate the device and turn it into the office where the student can pick it up at the end of the day.

Second infractions: The device will be confiscated as with the first infraction, but a parent or guardian must pick up the device in the office. The student and parent will receive a warning that any further infraction will result in the termination of the right to possess a device on campus for a period of 45 days.

Third and subsequent infractions: The parent will be required to pick up the device as with the second infraction, and the student will be prohibited from possessing a device on campus for 45 days.

Repeated or severe infractions: Any violation of this policy may also, at the discretion of the principal, result in additional disciplinary action.

**The school district assumes NO RESPONSIBILITY for the damage or loss of any confiscated item/device.**

**CLOSE ENCOUNTERS**—Inappropriate displays of affection, kissing, embracing, etc., are not acceptable in or around the school. It is expected that students and faculty will share in establishing an environment that encourages desirable school friendships. The consequences for inappropriate public displays of affection are progressive.

**CLUBS**—All school clubs and organizations shall be limited to high school students in attendance. The administration reserves the right to limit the amount of money any class or organization may accumulate. Fundraising plans or projects must be cleared by the principal's office and school board in advance of any organizational action.

**CONDUCT OF STUDENTS UNDER 21 YEARS**—The provisions of any other law notwithstanding, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations and promulgated by the local board of education.

**CONTROLLED SUBSTANCE & CHEMICAL ABUSE POLICY**—In the event that a student's behavior is unusual or irrational or the student appears to be a danger to himself/herself or others, a team of the nurse, principal and counselor shall determine whether transportation to a medical facility is appropriate. Parents will be called whenever possible and asked to respond to the situation. In the absence of parental response, law enforcement personnel or a designated person will transport. Written notification will be provided to the County Sheriff that a violation of the school drug and alcohol policy has occurred and appropriate disciplinary action taken by school officials.

**CROSSING HIGHWAY 61**--Students are to cross Highway 61 at the designated crosswalks. Crossing the highway at other points is dangerous and a poor example to younger children. Please set a good example by obeying traffic and pedestrian laws.

**DANCES (school and formal)**—Students in grades 9-12 may attend dances with the exception that a student must be in the 10<sup>th</sup> grade or above, **but less than 20 years of age** to be a guest at the SnoBall Dance and junior-senior prom. Seventh and eighth grade students are not admitted to high school dances. Students attending formal dances will be expected to sign agreements requiring them to maintain proper dress throughout the dance. Proper dress consists of formal wear, or shirt and tie for boys, and appropriate dress for girls. The following regulations are in effect.

1. All students attending formal dances must agree to dress code and behavior expectations prior to admission. Students who violate the formal dance dress code policy may be asked to leave, parent or guardian will be contacted, and the student will be denied access to the next formal or special program.
2. All dances must be sponsored by a school organization and approved by the principal before scheduling the dance. (Including decorating and set up time).
3. Students may fill out a dance invitation slip in the principal's office requesting that they be allowed to bring one guest to the dance. The guest must be named and his or her age/grade, school and, parent contact information must be provided. (This may be verified by the high school principal.) Students are to sign the dance invitation slip stating they are responsible for informing the guest of our rules and regulations. No student may have more than one guest. (Guests will be admitted to formal dances only. No guests are permitted at regular, Friday evening, junior high or high school dances.)
4. Former students or adults must be the guest of an Esko High School student in order to be allowed entrance to the dance.
5. Doors close at 10:00 p.m. No one admitted after this time.
6. Anyone who leaves a dance at any time will not be readmitted.
7. It is sometimes necessary to make exceptions because of special situations. The principal or an appointed teacher will make these exceptions.

**EFFORT**—Futures are shaped at Esko High School. The habits you develop will be those you will, in all probabilities, live with the rest of your life. Whatever you accomplish will require effort. Here, as in all of life, you may expect to achieve nothing without effort. You will get from school what you put into it. Make an honest effort and you can expect to succeed.

**ELEMENTARY SCHOOL**—High school students are to stay out of the elementary school and away from the elementary playground areas unless they have a pass or approval for being there. High school students create a distraction to the elementary students and faculty and are asked to stay in the high school building.

**EMERGENCY ANNOUNCEMENTS**—Emergency school closings are sent via the Esko Public Schools ***Emergency Messaging System*** in addition to being broadcast over local radio and television stations. These stations are notified as soon as possible that the school will be closed so that this information can be communicated to families.

**FIRE ALARMS**—Fire alarms are an emergency warning system. They are not to be set off by anyone unless there is a real emergency. Anyone tampering with the Fire Alarm System may expect to be dealt with very severely.



**FIRE DRILLS**—Schools are required to conduct drills during the school year in order for students to learn how to vacate the building in a quick and orderly manner in case of emergency. Directions for vacating each room are posted near the door of that room.

**GUESTS**—Students inviting guests to the building for a visit must have pre-approval from the principal and permission may be denied depending on the circumstances of the visit. Student requests for visitors must be approved by the high school principal one week in advance of the visit. Student visitors:

- May not miss their own school day to attend Esko High School
- Are not permitted in the first or last week of academic quarters
- May visit one time per school year
- Must check in at the high school office for a visitor's pass

Esko High School students are limited to one student visitor per school year.

**HOMEBOUND INSTRUCTION**—will be provided to those students who are eligible to receive it. The purpose of homebound instruction is to provide worthwhile activity during recovery from injury, severe illness or disability, to minimize readjustment problems when the child returns to school and to help improve the child's mental outlook by focusing the patient's attention on matters other than his own condition.

**HOMEWORK**—All students should expect to do a minimum of one to two hours of homework in study periods or at home each week for each class.

**ILLNESS AT SCHOOL**—Should a student become ill while at school and is unable to attend classes, he is to report to the principal's office for referral to the health service. If necessary, arrangements will be made for the student to go home. **Under no circumstances should a student leave for home without checking out through the office.** School personnel are legally restricted from providing aspirin or other internal medication to any student at any time, unless stated on the student's enrollment form.

**INVESTIGATIONS**—Esko High School students are required to cooperate fully in school-related investigations. Failure to disclose or false reports of information will lead to school disciplinary consequence.

**LASER LIGHTS** – Hand held laser lights can cause eye damage. Students are not to bring them to school. Those who do so will be disciplined.

**KEYS, TEXTS, AND TESTS**—Students in possession of school keys, grading documents, software, teacher texts, etc. without authorization are subject school discipline including, but not limited to loss of credit for the course.

**LOCK DOWN DRILLS**—Minnesota Law requires public schools to practice school-wide lock down drills. When staff and students are informed via intercom or CrisisGo that a lockdown is in effect, they will respond in a manner consistent with district policy and protocol. Staff and students respond to each scenario in a manner appropriate for the nature of the emergency utilizing district-approved techniques and procedures.

**LOCKERS**—Lockers have been cleaned and repaired during the summer. Students may be charged for any damages. Each student will be assigned a locker for his or her personal use. Students are expected to use the locker assigned to them. Lockers are the property of the school and can be inspected at any time, for any reason, without a search warrant if a suspicion exists that evidence will be uncovered. Students will be notified when their lockers have been searched. Students are expected to keep their lockers clean and orderly and will be fined for locker abuse. No writing, tape or stickers on the outside of lockers. Anything placed inside a locker must be easily removed at the end of the year. Please report any damage or tampering with your locker to the principal's office. Students are requested to keep their lockers locked at all times by turning the dial at least a half turn. **Locker combinations are not to be shared.**

**NUISANCE ITEMS/DEVICES** – any item or device that may disrupt, interrupt or detract in any way from the learning of another student(s) may be considered a nuisance. Such items/devices are not welcome at school and will be confiscated when discovered and brought to the high school office until the end of the school day. The parents of repeat offenders may be required to come to school to pick-up the confiscated item/device. Other disciplinary action may be taken at the discretion of the principal.

**The school district assumes NO RESPONSIBILITY for the loss of any confiscated item/devices.**

**PARENT SHADOW**—Parents may have the opportunity to come to school to shadow his or her child in lieu of an out-of-school suspension. Parent and child will attend all classes, arrive on time and follow all school rules, including dress code.

**PASSES TO LEAVE SCHOOL PROPERTY**—All passes to leave school property must be issued by the teacher who is sending the student and signed by the principal. No student can be authorized to leave school property by anyone without

checking out through the Principal's Office. Students are required to check into and out of the office when entering or leaving school property.

**PHOTOGRAPHS**--- No photographs are to be taken at Esko High School without the consent of school administration. All photographs taken on school property or at school events are subject to administrative review. Where applicable, any photograph/video taken during the regular school day without the consent of those pictured **will be disciplined**.

**PLEDGE OF ALLEGIANCE** – When the Pledge of Allegiance is recited, anyone who does not wish to participate for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. Students who elect not to participate in the Pledge of Allegiance must not cause a disruption for those participating.

**PRINCIPAL'S OFFICE**—The office is a busy place where many details for students and staff are handled each day. Most concerns by students such as career information, financial aids, test results, schedule changes, registering for new classes, attendance and behavior problems, in-school suspension, personal problems and conflicts are the responsibility of the principal and counselor.

Students who need to talk with the principal should first check with the secretary. If the principal is not available to meet with you within a few minutes, make an appointment to see him later.

The high school office is open to serve students from 7:30 – 3:45.

**RESTRICTED AREAS**—Students are not permitted:

- ♦ Anywhere in the parking lot between 8:15 a.m. and 3:10 p.m. without reasonable need or permission from the High School Office.
- ♦ In the auditorium, gyms and locker rooms and adjacent hallways except during assigned classes, special programs, and scheduled extra curricular activities.
- ♦ Grades 7 and 8— are to remain in the cafeteria until dismissed after lunch.
- ♦ In the boiler room, and custodial storage rooms.
- ♦ In the courtyard without permission or direct staff supervision.

**SCHOOL HOURS**—Students are not to be in the school buildings before 7:45 a.m. or after 3:30 p.m. unless they are under the direct supervision of a teacher or coach. Students are not to be in the hallways or school commons area after 3:30 without staff supervision. Any student who must arrive prior to 7:45 a.m. must remain in the commons area until that time. Student rides should be arranged accordingly. The buildings are closed to students on weekends and vacations unless a teacher or coach is present and has scheduled the use of the building through the Community Education Office.

**SCHOOL RECORDS**—The school district maintains files related to grades, attendance, standardized test scores and discipline records for students in Kindergarten through 12<sup>th</sup> Grade. If you have attended several different schools, these records have all followed you to this school and are on file in your cumulative folder.

You and/or your parent or guardian may see the contents of these records by making an appointment to do so with the counselor. You are not permitted to take the original record out of the office. You or your parent or guardian may place any statements or items in your record that you wish to, if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you or your parent or guardian makes such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately to the school board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you or your parent or guardian. This means that your school will not and cannot by law, without first receiving written consent from you and your parent or guardian: a) send a transcript of your school record to a college, vocational school or university; b) give information from your record to a prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor or by writing a letter to the office requesting the transfer of such records.

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

All student records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

**SCHOOL SPIRIT**—School spirit may be divided into three categories:

1. Courtesy - Toward teachers, fellow students, and the officials of school athletic activities.
2. Pride - In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep scholastic and activity standards at the highest possible level.

Students who violate Esko High School standards of conduct related to school spirit are subject to disciplinary consequences, including but not limited to suspension from attendance at extracurricular activities.

The Polar League has agreed that:

- ♦ Mechanical noise makers,(bells, buzzers, horns),megaphones, whistles, and confetti are not to be used.
- ♦ Practices such as stomping on the bleachers and use of musical instrument indiscriminately should be discouraged.
- ♦ All cheering should be directed to the support of each team rather than against the opposition or game official. Distracting of opponents, cheers of derision are in poor taste and are not acceptable.

**SKIP DAY**—Notes from parents for skip days may not be accepted if it has been determined the student was skipping. There is no state regulation that allows schools to release a class or portion of the student body from school attendance without a corresponding loss of state aid or required days of school to be in session. The school cannot authorize or condone any form of “skip day.” **Participation in a skip day will result in an immediate two day suspension and** Classes **will** forfeit their opportunity for early release as seniors.

**SKIPPING**—A student is considered to be skipping any time he or she does not appear at school after parents have sent them to school or leaves the school without permission or is not at the class or activity to which they have been assigned. Consequences: Referral to the principal; make up work and double detention may be assigned; parents notified; supplemental assignments and other penalties may be added such as zero credit for the class. Habitual truancy will result in a truancy petition being filed with juvenile court authorities.

**SNOWBALLS**—or any other object thrown in or around the school are a safety hazard. Violators will receive discipline referrals.

**STUDENT COUNCIL**—The student council was formed to promote school spirit; to obtain the fullest cooperation between students and faculty; to coordinate and encourage all activities; to help in the formulation of certain rules affecting students; and to show students the need for these rules and the need for their observance.

The student council is the most important student organization in school. Students who exhibit leadership in their class are encouraged to seek election to the student council and to actively participate in all council activities.

**STUDENT DRESS**-This policy enhances the education of students by establishing expectations of dress and appearance that are related to educational goals, promote school unity, enhance student safety, and permit appropriate freedom of expression. Esko High School encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student’s parent(s) or guardian(s)

Requirements:

1. Certain body parts are required to be covered by all students at all times in order to avoid substantial disruption or material interference with school activities. Clothes must be worn in a way such that genitals, buttocks and nipples are fully covered with opaque (not transparent) fabric.

Students must wear:

1. A shirt with fabric in the front, back and on the sides under the arm, AND,
2. Pants/jeans or equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND,
3. Footwear.

Students cannot wear:

1. Clothing or accessories depicting violent language or images.
2. Clothing or accessories depicting images or language depicting or promoting: any illegal item or activity, drugs, alcohol, hate speech, promotion of threat/hate groups including gangs or supremacist groups, profanity, or pornography. This includes: emblems, badges, symbols, signs, words, objects or pictures on clothing or accessories communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves of, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in district policy.

3. Images or language that create a hostile or intimidating environment.
4. Swimsuits (except as required in class or athletic practice).
5. Accessories that could be considered dangerous or could be used as a weapon.
6. Any item that obscures (conceals) the face (except as a religious observance or for established medical reasons) including, but not limited to, masks, face paint or grooming.
7. Wearing clothing or footwear that may damage school property.
8. The wearing of non-religious hats/caps will be determined at the site by the principal.

These dress code guidelines will apply to regular school days and summer school days, as well as to any school-related events and activities such as educational travel, graduation ceremonies, dances and prom. A site principal or department/program supervisor may make exceptions to this policy if necessary and/or appropriate under the circumstances (e.g. spirit days, etc.). The site principal or department/program supervisor must give explicit permission in making the exception.

**Students are not permitted to carry backpacks to and from classes, nor into the cafeteria. Backpacks are to be left in student lockers between the hours of 8:15 and 3:15, with exceptions made for transporting clothing to and from physical education class or by special permission of the high school principal.**

**STUDENT POSTERS AND NOTICES**—Posters and notices may be placed on the designated student bulletin board. Activity advisers or the principal must approve all materials to be posted. Materials must be neatly arranged and removed when they are outdated. Team and club inspirational notices may be placed on student lockers (with the approval of team and club advisors). These notices must be removed when out of date.

**STUDY HALL**—All students have the right to study and work on their school assignments in an environment that is conducive to learning. Therefore, it is necessary that each student respect the rights and needs of others and do his/her utmost to create a quiet place to study. Seniors and second semester juniors, who are in good academic standing, are permitted to check out to the school commons area during study hall. They should check out and back in with their study hall teacher.

**SUBSTITUTE / GUEST TEACHERS**—Students are expected to extend the utmost cooperation and courtesy to guest teachers. Classroom activities should be performed in the same manner as for the regular teacher.

**TESTING SCHEDULE**—Esko students in grades 7-12 are required to take a variety of state exams at designated grade levels. These tests may include, but are not limited to the Minnesota Comprehensive Assessments and College and Career Readiness Tests, including the ACT and Pre-ACT.

The State Legislature and Esko Board of Education may require successful completion of these tests for graduation. Students who do not reach the required level of competency will be given opportunities for remediation before being given subsequent opportunities.

Results from all tests will be available to students and their parents, and will be entered on the students' permanent record card to be used as transcript information, and educational advisement.

**VALUABLES**—Students are urged to leave valuable articles at home. Students are further urged to carry only as much money as they need. Fortunately most students at Esko High School are respectful for other people's possessions but for a very few the temptation is too great. For your own protection you should keep any money or valuables in your possession at all times. The school is not responsible for phones, money, clothing, or other valuables lost or stolen.

**VISITORS**—All persons in the school should have a good reason for being in the buildings. Parents of students however, are not only welcome to visit school at any time but are invited to do so. All visitors to our school should be directed to the high school office to sign in and receive a visitor's pass. **Guests of Esko students must have prior approval from all classroom instructors and the principal.**

**WEAPONS POLICY**—Students are forbidden to knowingly and voluntarily possess any instrument, in school, on school grounds, or at a school-sponsored activity, that is a weapon.

Weapons are defined as any firearm, whether loaded or unloaded, and any device or instrument designated as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Any suspected weapons violation should be reported to a staff member.

#### **A. Offense**

For students in grades 7-12, possession of a weapon will result in the following action by the school authority:

## **B. Consequence**

1. Notification of the police.
2. Confiscation of the weapon if feasible.
3. An initial suspension of five (5) days.
4. Conference with parent/guardian prior to the student returning to school.
5. A recommendation to the Superintendent that the student be expelled.

**WITHDRAWING FROM SCHOOL**—If it is necessary for a student to withdraw from school, this information should be given to the counselor no later than the first period of the last day the student plans to attend Esko High School. A student must be cleared with all teachers before transcripts can be sent to other schools.

**Situations that arise which are not covered by these guidelines will be addressed on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school and/or district needs. These adjustments are made at the discretion of school administration.**

**This handbook is reviewed annually by the Esko Board of Education. Date(s) of annual review:**

**7/10/08**

**8/18/09**

**7/13/10**

**7/19/11**

**7/24/12**

**8/21/12**

**7/16/13**

**7/22/14**

**6/23/15**

**7/26/16**

**7/25/17**

**8/28/18**

**8/27/19**

**8/25/20**

**8/10/21**

**8/8/22**

**8/14/23**