

# Badger Independent School District No. 676

## Student Handbook 2014-2015

**Independent School District #676  
Badger, MN 56714**

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# WELCOME AND GREETINGS, STUDENTS OF BADGER SCHOOL

The members of the faculty, staff, and school administration welcome you to a productive and enjoyable school year. The contents of this handbook have been reviewed and approved by the members of the Badger Board of Education

This handbook should provide you with answers to most major questions regarding school rules and procedures. However, it is not possible to include all school policies and situations that might arise in this handbook, and unforeseen circumstances will be dealt with by administration when they occur.

In addition to our academic offerings, we encourage all students to take advantage of the extracurricular and community service opportunities available to them throughout this school year. Have a successful and rewarding year!

## STATEMENT OF NONDISCRIMINATION

Badger Independent School District #676 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

The Badger Superintendent of Schools is the official 504/ADA, Title IX coordinator. The Superintendent may be contacted at 110 Carpenter Avenue, Badger, Minnesota, telephone 218-528-3201.

## MISSION STATEMENT

The mission of the Badger Public School is to insure that all students are prepared to function successfully and contribute to our ever-expanding world of technology and knowledge. Realizing that education is a multi-faceted system involving the school, community, family, and governing bodies; we intend to provide, within our resources, the highest quality education for the whole student, by implementing our mission statement of beliefs.

### *We Believe...*

- ... That education is the number one obligation of society in creating a caring partnership of student, community, family and school.
- ... That providing the best quality education is a community investment, not-an expense.
- ... That each student has a right to an education that will insure attainment of maximum potential.
- ... That education should allow the student to grow intellectually, physically, morally, socially and emotionally.
- ... That students should be provided with opportunities to develop high self-esteem, a positive attitude, and a good work ethic.
- ... That quality education requires continued professional staff development
- ... That teachers should be dedicated effective and qualified professionals.
- ... That our educational system must make our students aware of the fast paced changes in technology and in the world.
- ... That learning is a life-long process.

# 1. GENERAL INFORMATION

## A. SCHOOL INFORMATION

Badger Independent School District 676  
P.O. Box 68  
110 Carpenter Avenue  
Badger, Minnesota 56714

Phone: 218-528-3201  
Fax: 218-528-3366  
Web Address: <http://www.badger.k12.mn.us>

Office Hours are from 8:00 a.m. to 4:00 p.m., Monday - Friday.

## B. BADGER SCHOOL 2014-2015 STAFF

Superintendent/Principal	Tom Jerome
Dean of Students	Stacey Warne
Kindergarten	Mary Langaas
First Grade	Heidi Borgen Warne
Second Grade	Becky Dostal
Third Grade	Jacob Rath
Fourth Grade	Kelly Grahn
Fifth Grade	Jackie Simmons
Sixth Grade	Sarah Kofstad
Speech Clinician	Emily Hanson
Title I	Sherry Verbout
Special Education	Tara Wiskow and Stephanie Walter
Music	Lisa Erickson and Dan Carpenter
Physical Education/Health	Ashley Lambert
Industrial Technology	Michael Coltom
Social Studies	Brady Johnson
Mathematics	Sherri Kruger
Language Arts	Becky Ylitalo
Science	Shannon Dostal
Family/Consumer Sciences	Gretchen Lee
Business	Janice Mostofi
Paraprofessionals	Lorraine Kukowski, Renee Rhen, Diann Hauger Annie Jo Prestegord, Jenny Howe, Susan Smith Kay Clark
Social Worker	John Lee
Psychologist	Jeremy Sollund/Kathleen Kallis
Business Manager	Joni Pelowski
Office Manager	Mary Monsrud
Technology Coordinator	Val Truscinski
Nutrition Engineers	LaRae Frislie and Jody Randall
Maintenance Engineers	Bob Glen, John Wirta, Linda Johnson
Transportation	Tim Berger, Eric Dunrud, Deb Meier, Ed Walsh
Board Members	Kevin Randall, Carol Rhen, Jamie Isane, Jim Christianson, Cari Dostal, Connie Creviston

**C. SALUTE TO THE FLAG**

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all." The Pledge of Allegiance will be said in all classrooms at least once a week. Students can choose not to participate. Students must respect another person's right to make that choice.

**D. STUDENT HOURS**

School doors open at 8:00 a.m. School hours are 8:20 a.m. until 3:10 p.m. Kindergarten meets Mondays, Wednesdays and Fridays first and second quarter, and Monday through Friday third and fourth quarter. Elementary

Recess 11:25 – 11:55  
Lunch 12:00 - 12:25

**7 – 12 Grade**

Period 1	8:20-9:04				
	9:04-9:07	Passing	Period 5	12:05-12:49	
Period 2	9:07-9:51			12:49-12:52	Passing
	9:51-9:54	Passing	Period 6	12:52- 1:36	
Period 3	9:54-10:38			1:36- 1:39	Passing
	10:38-10:41	Passing	Period 7	1:39- 2:23	
Period 4	10:41-11:25			2:23- 2:26	Passing
			Period 8	2:26- 3:10	
Lunch	11:25-11:50				
SSR	11:50-12:05				

**E. SCHOOL MEAL PROGRAM**

The Badger School offers both breakfast and lunch to its students. We use a computerized system that records the number of meals a student eats. Student breakfast/lunches **MUST** be prepaid. Reminder notices will be given to students when their accounts need to be replenished. Parents may call the school office to inquire about their balance. Students with accounts of negative \$10 or more will receive a peanut butter sandwich and milk. Overdue accounts will be sent to a collection agency. The cost per meal is as follows:

	Breakfast		Lunch		Milk
	Regular	Reduced	Regular	Reduced	
Elementary	\$0.80	\$0.00	\$1.60	\$0.40	\$0.25
Secondary	\$0.80	\$0.00	\$1.60	\$0.40	\$0.25
Adult	The Badger School follows the adult meal price guidelines set forth by the Food and Nutrition Program at the Minnesota Department of Education.				
Seconds (All)	\$0.80	\$0.80	\$1.00	\$1.00	\$0.25

Application forms are available at the superintendent's office for those families who feel they may qualify for free or reduced meals.

As much of the food is provided by the U.S. Government and must be accounted for, all food must be consumed within the cafeteria. To protect the environment and keep the grounds clean, throw away food containers (plastic cups, etc.) must not be taken out of the cafeteria.

The Offer Verses Serve provision of the Badger School Lunch Program permits students to decline food they do not intend to eat. Our Program is required to offer a full portion of the five (5) required meal pattern items, (meat or meat alternative, bread or bread alternate, milk, and two vegetables/fruits). Students are allowed to refuse two of the five food items offered. Students are required to eat three (3) of the five food items offered. School cooks will assist students in their selections to make sure the required meal items are being chosen.

Students who bring lunches to school will consume them in the cafeteria during noon lunch break.

## **F. TRANSFERRING TO, OR FROM, ANOTHER SCHOOL DISTRICT**

Any student planning to transfer to another school or enrolling in the Badger School from another district must have a parent or guardian report to the school office to complete the required transfer forms. All books and supplies provided by the Badger School are to be returned to the student's teacher or the office before transferring.

## **G. AGE OF MAJORITY / ADMISSION TO PUBLIC SCHOOL**

According to Minnesota law, all schools supported in whole or in part by state funds are public schools. Admission to public school is free to any person who resides within the district that operates the school, who is under 21 years of age, and who satisfies the minimum age requirements imposed by this section. Notwithstanding the provisions of any law to the contrary, the conduct of ALL students under 21 years of age attending public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local board of education. This means students over the age of 18 must follow the same rules and regulations as all other students under the age of 18, including having to have a parent's excuse note when having been, or planning on being absent.

## **H. STUDENT RECORDS**

All student records may be viewed by the student or parent by appointment. Transcripts will be sent to other schools, employers, etc. only by written request of the parent or student if he/she is over the age of 18.

## **I. HOMEWORK POLICY**

Homework in general is a top priority composed of assignments that are not completed in the classroom. Homework is used as guide to practice skills learned in the classroom; therefore it is important that students do their own work in a neat and careful manner. Parents should provide assistance only when needed. All assignments are expected to be handed in the following day. If assignments are not completed on time, after school hours may be assigned by the teacher. Notice will be given to parents by phone or written note if a student is assigned after school hours to complete assignments.

## **J. SCHOOL EVENT RULES OF CONDUCT**

**1. Students in sixth grade and younger, MUST be accompanied by a parent or guardian at all school events within the school building and be supervised by their parents or guardians.**

First offense - Warning

Second Offense - Asked to leave

2. No running or pushing allowed.

3. No horseplay.

4. No tobacco, alcohol, or other drugs.

## **K. LOST AND FOUND**

We urge you to put labels in your children's clothing and boots. If your child has lost an item of clothing, please have him/her check the lost and found department in the office. Items not claimed by the end of the school year will be discarded or given away.

## **L. SCHOOL CLOSING / SEVERE WEATHER**

### **Announcements**

In the event that school is to be closed due to severe weather, the Badger School uses the ALERTNOW automatated calling system to notify all homes when a late start or closing will occur. In addition, announcements will be made over Radio Stations KKWQ in Warroad (92.5 FM radio), and KCAJ in Roseau (102.1 FM radio), Channel 8 WDAZ, Channel 11 KVLV, and Channel 4 KXJB.

### **Emergency Home**

Before October 1, provisions must be made for students for a place to stay in town in the event that an emergency prohibits the transportation of students to their homes. It is also suggested that this form be completed if the parents work out of town and transportation is inhibited in emergency situations. A letter of provision is included in your Fall information mailing and should be read, signed and returned to the school office or student's teacher before the October 1st deadline. This letter will be kept on file by the school office for use in a storm emergency. If you do not receive an "EMERGENCY PROVISIONS" letter, please contact the school office as soon as possible.

## **M. SCHOOL VISITORS**

The Badger School welcomes visitors. School Board members, parents, and former alumni are welcome to visit whenever convenient. Visitors of students, including brothers and sisters are not allowed during regular school hours unless accompanied by a parent. All visitors must check in at the office first. Visits should not interrupt regular classroom activities. Tours of the school will gladly be given to new or prospective students and their parents / guardians.

## **N. TELEPHONE PRIVILEGES**

Students will be called out of class only in **EMERGENCIES**. Incoming calls of importance will be noted in the office so students can return calls at a convenient time. **The student phone, located near the office, is for the personal use by the students only before and after school, in between classes, and during lunch break. Phone calls are limited to five (5) minutes. THE USE OF STUDENT CELL PHONES ARE LIMITED TO SPECIFIC TIMES WHILE IN SCHOOL. (See “Electronic Communication Devices” page 13)**

## **O. RELEASE TIME CLASSES**

Under provisions of Minnesota Statutes 1969, Section 120.10, Subdivision 3; students may be released from school at the parent's request to attend release time religious instruction. If the temperature is 25 degrees below zero or colder (wind chill), students will remain in school and not attend religious training. Regular class schedules will be used if release time classes are cancelled. A written note from the parent is required if the student is to discontinue religious instruction. Weekly classes (grades 1-6) will be held from the first Tuesday in October to the last Tuesday in April.

## **P. FIRE / TORNADO DRILL INSTRUCTIONS**

### **Fire Drill**

1. When a fire alarm sounds, students must leave their rooms quickly and go to their assigned exits in an orderly manner.
2. Students should not go outside until they are notified to do so by their instructor.
3. Diagrams will be posted in each room to show the route.

**Tornado Drill** - Students will be notified of proper procedures by their instructor.

## **Q. SICK ROOM POLICY**

The sick room is to be used by students while they wait for parent/guardian to pick them up or for a brief time to see if they are able to return to class. If students are in the sick room for over 25 minutes they will be counted absent from class and a parent will be called to pick student up.

## **R. FUND RAISING**

All school fund raising projects must have prior approval from the Administration and teacher(s). Students may be suspended from participating in fund raising activities based on past participation.

## **S. ASSEMBLY PROGRAMS**

Assembly programs will be brought in several times a year for the education and enjoyment of the student body. During these presentations students are expected to observe the following rules:

1. Go directly upon dismissal from class to the gym and sit in assigned sections.
2. Be attentive and courteous throughout the presentation.
3. Leave no textbooks, wastepaper, or clothing in the gym.
4. Indicate appreciation with applause.
5. At the conclusion of the program, go directly to the classroom assigned for that period unless otherwise directed.

## **T. SEX DISCRIMINATION**

State and Federal laws provide that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits to or be subject to discrimination under any educational program or activity receiving federal financial assistance."

## **U. FEES**

**Fees may be charged legally under the following circumstances:**

1. Band fees, instrument rental, art projects, cooking special foods in home economics, projects in industrial arts, or some other course that is in excess of the material requirements of minimum course outline, provided that the student elected to do such a project with the approval of the instructor. Students may take such projects home or consume them if edible. Costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructors.
2. Cost of school equipment or material destroyed or broken, lost, or unduly damaged through carelessness or failure to follow instructions, in the amount to restore the item to service.
3. Costs of school paper, yearbook, graduation announcements or class rings, should the students choose to order any of these items.
4. Costs of field trips, which are not required as part of the course, should the student choose to participate in the field trip.
5. Admission fees for concerts, plays, athletic events and other programs and activities which the student may attend by choice.
6. In shop classes, students must purchase their own safety glasses.
7. Students that neglect turning in fund raising money may be charged the full amount owed.

**In addition it should be noted:**

1. Public education in Minnesota is free to all students who are residents.
2. Students are required to furnish their own pencils/pens, paper, notebooks, graph paper, sketch books, gym suits, tennis and athletic shoes and other items of personal equipment.
3. Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or the appropriate means.

These procedures are in accordance with and governed by the Minnesota Public Fee Law MSA 120.71 -120.76.

## **V. STUDENT TRANSPORTATION**

### **1. Student Motor Vehicles (Autos, Motorcycles, etc.)**

- a. Students who drive automobiles to school must park in the student parking lot south of the Industrial Arts room.
- b. Motor vehicles are **NOT** to be driven during school hours without permission from home and school officials.
- c. Parents must telephone the Dean of Students asking that the student be permitted to drive during the school day.
- d. Parking of snowmobiles and 4-wheelers will be in the student parking lot.
- e. Penalties for breaking motor vehicles rules include detention and/or denial of further permission to drive to school for a time.

### **2. Student Bicycles**

- a. Students who ride bikes to school should park them in the bike rack. Once parked they are not to be ridden during the school day without permission from the office.
- b. Students are to stay away from the bike rack during the school day.
- c. No one is to ride a bike on the school grounds during school hours.
- d. Parents may make a request of the school that the student be permitted to ride the bike on business.

### **3. School Buses**

Rules will be posted on the buses.

- a. The bus drivers have a very responsible position. They are experts at their jobs. Student consideration toward them and conduct on the bus should be such as to allow drivers to devote their entire attention to driving.



## V. STUDENT TRANSPORTATION (Cont.)

- b. The bus driver will refer students for misconduct. Misconduct includes profanity, violence, smoking, destroying property (including students' property), distracting the bus driver. Bus riding is a privilege which can be maintained only by the students' cooperation.
- c. Parents should call the school office if their student(s) will not be riding on the bus in the morning.
- d. Students who ride the bus to school are expected to enter school immediately. Students are not allowed to leave the campus to go to the café, store, or other places.
- e. Bus Rules
  - 1. Immediately follow the directions of the driver.
  - 2. Sit in your seat facing forward.
  - 3. Talk quietly and use appropriate language.
  - 4. Keep all parts of your body inside the bus.
  - 5. Keep your arms, legs and belongings to yourself
  - 6. No fighting, harassment, intimidation or horseplay
  - 7. Do not throw any objects.
  - 8. No eating, drinking or use of tobacco or other drugs.
  - 9. Do not bring weapons or dangerous objects on bus.
  - 10. Do not damage the school bus.
- f. Penalties
  - 1. 1st offense: conference with administration; parent will be informed and students will be assigned a seat.
  - 2. 2nd offense: student off bus for one week.
  - 3. 3rd offense: student off bus for two weeks.
  - 4. 4<sup>th</sup> offense: student off bus for one month.
  - 5. 5th offense: student off bus for one year.
  - 6. If first offense is severe, such as threatening, punching, smoking, or drinking alcoholic beverages, the administration will bypass step one and apply an appropriate consequence.

***Bus infractions which occur late in the school year may carry over into the next school year.***

### 4. Activity Buses

**Students must use district provided transportation for school activities, and must return on provided transportation to their home school site unless one of the following conditions are met:**

- a. Parent presents a written note to coach or advisor in person or signs off stating that they will take their child home. A note must be preapproved and signed by an administrator.
- b. If an emergency situation arises, other means of transportation must be approved by the coaching staff.
- c. Students are only allowed to drive to practice due to exceptional circumstances. Parents must contact the office to explain the circumstance and fill out the proper forms.
- d. Parents wanting their student to ride home from an activity with someone other than the parent, must come into the office, fill out a form stating the other parties, and have this form notarized. (We have notaries in the office.)

***The School is not liable for students who choose methods other than school provided transportation to get to or from school-sponsored activities.***

### 5. Pep Bus or Field Trips

Students who go to school sponsored activities by bus must also adhere to Activity Bus regulations. Any student not following rules on activity or pep buses may be disciplined by:

- a. Detention or suspension.
- b. Withdrawal of privileges of riding the bus on future trips in that school year.

## **W. TOBACCO**

Regardless of the amount, the use and/or possession of tobacco or tobacco products is prohibited in the school building, on school grounds, in school vehicles, or at school events. **The penalty shall be a one to five day suspension and notification of parents.**

## **X. DRUGS OR CONTROLLED SUBSTANCES**

In the school building, on school grounds, in school vehicles, or at school events, regardless of the amount, no student shall possess, buy, sell, use, or give away marijuana or any substance defined by law as a drug unless especially prescribed by his/her doctor for his/her own use. "Electronic cigarettes" or similar items contain the regulated substance nicotine and are therefore classified as a controlled substance. The penalty shall be:

1. Notification of parents
2. One to five day suspension
3. Referral of the student to the proper law enforcement authorities.

## **Y. ALCOHOL**

Regardless of the amount, no student shall possess, consume, or show evidence of having consumed alcoholic beverages while in the school building, on school grounds, in school vehicles, or at school events. The penalty shall be:

1. Notification of parents
2. One to five day suspension
3. Referral of the student to the proper law enforcement authorities

## **Z. HARMFUL OR NUISANCE ARTICLES INCLUDING WEAPONS**

The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school sponsored activities. This includes possession / distribution of slanderous, libelous, or pornographic materials.

The penalty may be:

1. Notification of parents
2. Detention/Suspension
3. Possible referral to authorities

## **AA. DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

Vandalism is willful damage of school property or the property of others. Penalties are:

1. Notification of parents
2. Detention/Suspension
3. Possible referral to authorities

## **BB. ASSAULTS**

1. Physical Assaults--inflicting or attempting to inflict bodily harm upon another.
2. Verbal Assaults--abusive, threatening, profane, or obscene language; either oral or written by a student toward another student or staff member.
3. Indecent exposure
4. Penalty may include:
  - a. Notification of parents
  - b. Detention/Suspension
  - c. Possible referral to authorities

## **CC. STUDENT BEHAVIOR**

Students who create a disturbance or show lack of respect for authority, school property, or rights of other people will be subject to disciplinary action. This includes violations of school procedures or acts disruptive of the educational process, including disobedience, defiance of authority, cheating, plagiarism, stealing, insolence, insubordination, failure to identify oneself, use of profanity, improper activation of fire alarms, bomb threats, falsification of records or signatures, dangerous threats to normal school operations or activities and any interruptions of the good order of the school system.

## **CC. STUDENT BEHAVIOR (Cont.)**

**No hazing or bullying (including cyberbullying) of any students for any reason.**

Disciplinary action may include:

1. Notification of parents
2. Detention/Suspension
3. Possible referral to authorities

## **DD. SUSPENSION, EXPULSION, AND REMOVAL FROM CLASS**

### **Minnesota Pupil Fair Dismissal Act**

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by the Minnesota Pupil Fair Dismissal Act.

Under the provisions of this law, students may be suspended or expelled from school for any of the following:

1. Willful violation of any reasonable school board regulation;
2. Willful conduct which materially and substantially disrupts the rights of others;
3. Willful conduct which endangers the student or other students or school property.

### **1. Suspension**

- a. Students may be summarily suspended from school for one day by administration.
- b. Students may be suspended for two or up to five days by the administration following a brief hearing in the office.
- c. Within 48 hours of the suspension, a registered letter shall be sent to the parents and the student detailing the reasons for the suspension, a statement of the facts leading to the suspension, the plan of readmission, and a copy of the Minnesota Pupil Fair Dismissal Act.
- d. In cases of less serious nature, in-school suspension may be used. Students will pick up their assignments ahead of time from each teacher and will be assigned to an in-school suspension area by an administrator. The amount of time will depend on the seriousness of the school violation and the student will follow strict regulations as set by the administration.

### **2. Expulsion**

- a. An expulsion from school may be imposed by the school board upon the recommendation of the administration for a period of time of more than 5 days up to one full year from the time of expulsion.
- b. Expulsion may be imposed only after the student has the opportunity to present evidence at a hearing as to why he/she should not be expelled. Hearings will be conducted in accordance with the MN Pupil Fair Dismissal Act.

## **EE. TENESSEN WARNING**

All students are required to cooperate fully and truthfully when they are questioned as part of an investigation.

*This is your warning. The purpose of the questioning is to find out what happened and impose proper discipline. Badger School policy requires that you cooperate. Non-cooperation will subject you to disciplinary action. Other than school officials, no one else (unless MSHSL involved, parents or guardians) will be receiving this information.*

Suspected criminal information will be submitted to county law enforcement.

## **FF. STUDENT RELATIONSHIPS**

Students are expected to conduct themselves with regard to the opposite sex in a manner consistent with the dignity of the institution while they are in school and on the school bus. Students who exhibit excessive affection can expect to be referred to the office. Disciplinary action may range from formal warning to suspension.

1. First offense for racial or sexual harassment will be one hour of after school detention.
2. Second offense--one day of in-school suspension
3. Third offense--one day of out-of-school suspension with a mandatory parent conference.

## GG. LOCKERS

1. Lockers are issued in the fall of the year in order that a student's property may be protected. Lockers belong to the school and may be inspected at any time by the administration in the best interest of the student.
2. The school will provide locks for interested students. A refundable deposit fee will be required. No private student locks are allowed.
3. **Locker rooms** are for the use of PE students and extra curricular athletes only. Unless there is a PE class, they will remain locked during regular school hours (8:20 - 3:10).

## HH. DRESS AND STUDENT APPEARANCE

Students are expected to keep themselves well groomed and neatly dressed at all times. Dress and/or appearance which may create a safety or health hazard, or disrupt the educational process of the school will not be permitted.

**Examples of clothing items not permitted are short shorts, short skirts, tube tops, halters, spaghetti straps, caps, head bandanas and clothing with objectionable pictures or words, such as alcoholic beverages or cigarette brand names. Shirts that expose the midriff will not be allowed. NO coats or jackets may be worn during the school day. Hooded sweat shirts can be worn if hood is kept off the head. No rollerblades or shoes with retractable wheels may be worn in the building.**

Students will be asked to replace or cover any objectionable clothing. If student refuses to comply, the student will be disciplined according to school policy.

## II. HEALTH AND SAFETY EQUIPMENT

For health and safety reasons, all students in physical education classes, lab courses, and shop are required to wear the equipment designated by the instructor.

## JJ. COMPUTER~ NETWORK AND INTERNET ACCESS RULES

Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the Internet, the following rules for usage must be understood by all parents and students. Students and parents will be asked to sign an agreement that states that the student will abide by all rules. Though failure to sign and return the agreement will not result in suspension of the student's general computer or network privileges, Internet privileges will be suspended until the signed agreement is on file at the school.

1. The use of school computers is a privilege which may be taken away if the student uses computers, the network, or Internet improperly - or causes damage to computer hardware or software.
2. Using a site blocker, the school will limit access to internet sites that it deems objectionable. Students will not install unauthorized software or download unauthorized files on school computers.
3. The computers are to be used only for schoolwork as directed by the teacher or staff.
4. Each student is responsible for good behavior while using computers and/or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. Improper use will lead to computer privileges being taken away from the student.
5. The student will only use the Internet under the supervision of a teacher or staff member.
6. The district has the right to review (or monitor) all activities, E-mail correspondences, and material created by students on school computers.

## KK. PERSONAL ELECTRONIC COMMUNICATION / MUSIC DEVICES

**Cell phones, text messaging devices, or similar communication devices are not allowed to be used during regular school hours (8:15 -11:25 and 11:50 – 3:10). Students must have these devices turned off and out of sight during the above mentioned hours, and use of these devices will not be permitted in the cafeteria or locker rooms.**

- 1<sup>st</sup> Incident: Device is confiscated from student and a letter is sent home to parents. The student will be allowed to pick up the device from the office at the end of the school day.
- 2<sup>nd</sup> Incident: Device is confiscated, student will be assigned detention, and a parent of the student must come to pick up the device from the office.
- 3<sup>rd</sup> Incident: Device is confiscated, student will serve one day of ISS, and a parent of the student must come to pick up the device from the office.

**KK. PERSONAL ELECTRONIC COMMUNICATION / MUSIC DEVICES (Cont.)**

Subsequent incidents or a student’s refusal to relinquish their phone to a staff person when requested, (insubordination) will result in suspension as determined by administration. The use of MP3 players, other music listening devices, or video games are not permitted during regular school hours without the approval of a teacher or supervising staff member. The use of these devices will not be permitted in the cafeteria during breakfast or lunch periods, or in locker rooms.

**LL. ADDITIONAL POLICY STATEMENTS**

1. Copies of this handbook will be published and distributed to all students during the first month of the school year. Parents may receive an additional copy upon request. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974.
2. Parents shall be notified in writing of violation of rules of conduct and resulting disciplinary actions. Students shall be notified of violations verbally as provided by the Pupil Fair Dismissal Act.
3. The Dean of Students may refer a student to the superintendent for disciplinary action. This referral will be in writing and will be accompanied by a complete and up to date disciplinary record. The superintendent will communicate his/her decision in writing to the Dean of Students, student, and parents which may include referring student to the school board for expulsion in accordance with state law.
4. The Pupil Fair Dismissal Act is on file in the office and available to any student or parent.
5. The Badger School District Policy on Religious, Racial and Sexual Harassment, Bullying, and Violence is on file in the office and available to any student or parent.
6. The following policies are available in the office for any student or parent to review: Human Rights Officer/Clean Air/Quality Control Officer.

**MM. CANINE INSPECTIONS**

Badger Independent School District No. 676 has a contract with Interquest Detection Canine, Inc. to provide trained detection canines to conduct random, unannounced inspections of all campus locations in the district. The canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder-based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items during the school year. If detected and found, the district will initiate the appropriate disciplinary action.

**GUIDELINES FOR EXTRA-CURRICULAR ACTIVITIES**

**A. EXTRA CURRICULAR GENERAL INFORMATION**

<b>School Team Name</b>	Gators
<b>School Colors</b>	Black, Green & White
<b>School Song</b>	<i>Gator Fight Song</i> “Gator team we stand together We're a shining star We're ever faithful to our school united Proud of what we are we will pull together to win the game Gator triumph will be our aim Hail, Hail our Gator team Will go in to victory”

Extra- Curricular Activities Offered:

Knowledge Bowl	Girls Basketball	Football	Volleyball	Art Club
Choir	Boys Basketball	Softball	Golf	Robotics
Band	Wrestling	Baseball	National Honor Society	One-Act Play
FCCLA	Track	Cheerleading	Clay Target Team	LIFT
Envirothon	Target	Girls Swimming	Student Council	

## A. EXTRA CURRICULAR GENERAL INFORMATION (Cont.)

**Athletic Event Admission Fees** Admission prices have been set for the following athletic events: volleyball, football, girls and boys basketball, and wrestling. Season tickets may be purchased in the school office.

	<i>Individual Tickets Per game</i>	<i>Yearly Season Tickets</i>
<b>Individual Adult</b>	\$6.00	\$40.00
<b>Student</b>	\$4.00	\$25.00
<b>Family</b>		\$90.00

1. Family sport tickets include parents and children, K- 12. Children who quit school before grade 12 will be charged adult prices.
2. When band members perform, they are admitted free.
3. Bus drivers, concession workers and their advisors will be admitted free.
4. Senior Citizens will be admitted free.
5. Tournaments are not included in season ticket prices.
6. Season passes will be given out to staff members, board members, students with perfect attendance, & consistent honor roll students.

***No pass holders (including family members) will be allowed admission without showing their individual pass at the gate.***

## B. ATHLETICS

1. Participants must carry their own insurance if they desire coverage. The Badger School does not carry insurance on students. The school will not be responsible.
2. No student will be certified as eligible if there exists a physical deficiency which would endanger the well-being of that student or an unborn child due to participation in athletics.
3. Coaches shall publish clear and concise training rules for their squads and the parents. A copy will be on file with the Athletic Director.
4. Each athletic participant and coach representing Badger High School shall dress and conduct himself or herself to bring credit to the school and the community.
5. We recognize the importance of athletics to the emotional and physical growth of the students involved. We also recognize that the high school program of athletics is secondary to the academic program and overall school program.
6. Any student not in attendance **for the entire day** may not participate in games or practice that day, unless he/she arranges an excused absence from school. This excuse must be cleared with the school office prior to the end of the school day before the event. Emergencies will be dealt with on an individual basis by the administration.
7. A student activity fee will be charged for all students grades 7-12 for all sports for the 2014-2015 school year. Athletic fees will be \$75.00 per 7-12 student, per sport, with a limit of \$300.00 per family per year. This fee must be paid in advance before a student begins practice in that sport. Fees for students who join late in the season will be pro-rated if practical. Students who quit will not receive a refund unless the School Board approves the written application.
8. To be scholastically eligible to participate, a student may not have an F average in any class for the previous mid-term reporting period or nine week grade. Incompletes count as F's until made up, unless prior arrangements have been approved in advance by the administration. Spring grades count for fall eligibility. Students with IEPs must also be making satisfactory progress towards school requirements for their program. **Students who are academically ineligible for activities as a result of 4th quarter grades for the previous school year, will regain their eligibility for fall sports on the first day of the third student week in the new school year.**
9. Students may practice, but not participate in MSHSL events or extra curricular events while ineligible, and **may not ride the team bus, in school vehicles, or with coaches to games or contests.**

## B. ATHLETICS (Cont.)

10. Athletes will only be allowed to drive to practice and home contests under *preapproved exceptional circumstances*. Athletes will not be allowed to drive personal cars to any away contests and will be expected to ride home on the bus.
11. In the event that parents wish to pick up their students or have another party pick up their students, a signed liability waiver and a signed note needs to be in the office prior to each event. Waiver forms are available in the office.

## C. CHEERLEADING GOALS, GUIDELINES AND EXPECTATIONS

### 1. Goals

To entertain and lead the crowd in support of the Gators, at BGMR sporting events. To be aware of special cheerleading opportunities (such as competitions, tryouts, scholarships, camps, etc.)

### 2. Guidelines

- a. There will be a fall season of cheering for Football and winter season for Boys Basketball and Wrestling.
- b. The only pieces of jewelry which may be worn are as follows: post earrings and non-sharp rings. (if in question, ask advisors)
- c. Fingernails should be mid-length or short.
- d. Cheerleaders will not chew gum during practice or cheering event.
- e. Cheerleaders should wear shorts (no slippery fabric or oversized), T-shirts (tucked in), socks, a good cheering shoe and something soft and appropriate to hold your hair back and out of your face if needed.
- f. Cheerleaders will wear and bring COMPLETE designated uniforms, wraps, etc. to all games and official events. Hair will be off the face.
- g. All school owned uniforms will be dry-cleaned before season begins. Cheerleaders will take good care of their assigned uniform. If needed during the season, dry-cleaning will be done at cheerleaders' expense.
- h. Cheerleaders must maintain and follow by the same academic policy as all other athletes.
- i. Cheerleaders and parents must sign the MSHSL Athletic Eligibility Statement and return it to their advisor by the specified date.
- j. Cheerleaders must have a valid physical and health form on file at the school, prior to the first official practice or before summer camp if attending.
- k. Parent permission forms must be signed and dated before a participant can leave a sporting event with a parent (form attached).
- l. Summer camp opportunities will be available and encouraged.
- m. Out-of-pocket costs varying from year to year may include: shoes, socks, T-shirts, summer camp, black shorts; these will be discussed at the parent meeting

### 3. Expectations are that cheerleaders will always be:

- a. Punctual
- b. Attentive
- c. Respectful
- d. Sportsmanship
- e. Team Player

### 4. Award System for completed varsity season:

- |                 |       |                               |
|-----------------|-------|-------------------------------|
| 1 <sup>st</sup> | ..... | Letter (G) and Gold Megaphone |
| 2 <sup>nd</sup> | ..... | Gold Bar                      |
| 3 <sup>rd</sup> | ..... | Gold Bar                      |
| 4 <sup>th</sup> | ..... | Gold Bar                      |

### 5. In Addition .....

- a. Students may not participate in a sport and be a cheerleader concurrently.
- b. MSHSL rules and handbook rules apply.
- c. Tryouts
  1. Will be held in the spring for fall and winter sports
  2. A two week sign up period will precede tryouts

3. Interested students in grades 9-12 may sign up during the two week period before tryouts.
- d. Cheerleaders will perform at all scheduled regular season games/home games/playoff games/tournament games.
- e. Money raising activities are encouraged but must be approved by athletic director and principals.
- f. All prospective cheerleaders must have parental permission forms signed before being allowed to try out.
- g. All cheerleaders will lead cheers expressing good sportsmanship ideals as presented by advisor and athletic director.
- h. Cheerleaders will have to carry their own insurance. The school will not be responsible for injury.
- i. No students will be certified as eligible if there exists a physical deficiency which would endanger the well-being of that student or an unborn child due to cheerleading.
- j. Advisors shall publish clear, concise training rules for the squads and parents. A copy will be on file with the athletic director and principals. Such rules are capable of practical enforcement.
- k. Cheerleading participants and coaches shall dress and conduct themselves to bring credit to the school and community.
- l. Any student not in attendance for a whole school day may not participate in cheerleading or games that day, unless he/she obtains an excused absence from school. This excuse must be cleared with the school office prior to the end of the school day, before the day of the event. Emergencies will be dealt with on an individual basis as approved by the principal. Any behavior deemed as not conducive to the general welfare and betterment of the squad will be dealt with as advisors see fit. Attendance will be taken for all cheer related events (Because we do not have a “bench” to pull from when one of our starters is absent, every member of our squad is vitally important.) Anything contrary to perfect could influence the awards you receive. Schedules will be handed out and or mailed prior to the season’s start.

#### **D. MUSIC LETTERING REQUIREMENTS & FEES**

Letters in music are awarded to high school students in May. Criteria for lettering in vocal or instrumental music will be given to students in September.

1. Rental cost for the year is \$60. Percussion students pay \$40 and provide their own snare drum sticks.
2. Any damage or loss to a student-owned instrument is the responsibility of the student renting that instrument.
3. School-owned instruments will be returned at the end of the school year in the same condition as received with the exception of normal wear. Normal wear will be determined by the band instructor.

#### **E. FCCLA LETTERING REQUIREMENTS**

High School students may earn a letter in Family, Career and Community Leaders of America (FCCLA). Criteria for lettering in FCCLA is available from the FCCLA advisor. Letters are awarded in May.

#### **F. KNOWLEDGE BOWL LETTERING REQUIREMENTS**

High School students may earn a letter in Knowledge Bowl. Criteria for lettering is available from the Knowledge Bowl advisor. Letters are awarded in May.

#### **G. ACADEMIC LETTERING**

High School students may earn a Secondary Academic Letter (sponsored by the Student Council)

1. Students must maintain "B" Honor Roll minimum for all four nine week grading Periods.
2. Grades 7 - 12 receive the designated letter, bar, and star. Stars are only given for A or A- averages (3.75-4.00)

#### **H. DIRECTORY INFORMATION**

Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.

#### **I. N.C.A.A.**

Student athletes who want to compete in college sports should check with the Dean’s office for specific requirements.



## J. SPECTATOR BUSES

A spectator bus may be offered during regular season games providing the following are met:

1. One bus offered per sport.
2. All transportation costs must be covered by fees charged to riders.
3. Students 6<sup>th</sup> grade and below must be accompanied by a parent or guardian.
4. Administration will determine whether spectator buses will be offered for playoff contests.

## ELEMENTARY SECTION

### A. GRADE REPORTING SYSTEM

Elementary	
Kindergarten	no grades are used, a checklist system is used
Grade 1	letter grade for math, reading & spelling - remainder E/S/N/U
Grade 2	letter grade for math, reading & spelling - remainder E/S/N/U
Grade 3	letter grade for math, spelling, language arts, health/science, social studies, and reading - remainder E/S/N/U
Grade 4	letter grade for math, spelling, language arts, health/science, social studies, and reading - remainder E/S/N/U
Grade 5	letter grade for band, math, spelling, language arts, health/science, social studies, and reading - remainder E/S/N/U
Grade 6	letter grade for band, math, spelling, language arts, health/science, social studies, and reading - remainder E/S/N/U

MCA (Minnesota Comprehensive Assessments) will be given to grades 3-6 as mandated by state law.

### B. HONOR ROLL

#### Elementary Honor Roll

Students in grades 4 - 6 are eligible for the Elementary Honor Roll which will be computed by the Principal's Office each quarter. Subjects for which credit and grades are given will be used to determine students on honor rolls; an "A" and "B."

The "A" Honor Roll will be calculated between 3.51-4.00(A to A- average).

The "B" Honor Roll will be calculated between 3.00-3.50(B+ to B average).

### C. ENTRANCE AGE OF PUPILS

The State of Minnesota has ruled that children may enter Kindergarten if they are five years of age before September 1.

### D. ELEMENTARY --PROMOTION POLICIES

The basis for promotion in the Badger Elementary school are:

1. Academic progress
2. Mental ability and intellectual maturity
3. Social, emotional, and physical maturity
4. Attendance
5. Teacher Evaluation

Parents will be informed of any intended retention; decisions will be made following a conference of the parent, teacher, and administration. The superintendent will make the final decision regarding retention.

### E. ATTENDANCE REGULATIONS

Minnesota State Law requires that all persons between the ages of 7 and 16, mentally and physically fit, must attend school every day school is in session. The law must, and will be strictly enforced. To be counted as present for perfect attendance awards, school athletic passes and school attendance records, students must be in attendance for 115 minutes in the morning from 8:20-11:30 and afternoon from 12:05-3:10 in grades K -6.

## E. ATTENDANCE REGULATIONS (Cont.)

### Absences

1. Parents should report all school absences immediately in the morning, before 10:00 a.m. Call the school office at 528-3201 and give the name, grade and reason for absence of the student. If no call is received from the parent, the school office will contact the home. Upon returning to school, student must present a dated note from parents or guardian IF NO PHONE CALL HAS BEEN RECEIVED EXPLAINING THE ABSENCE.
2. EXCUSED ABSENCES will be determined by the administration. Makeup work will be completed by students for both excused and unexcused absences.
3. UNEXCUSED ABSENCES include failure to comply with section 1 (above), oversleeping, truancy, tiredness, etc. Unexcused absences or tardiness will result in detention /suspension. The principal will make the final determination as to whether an absence is excused or unexcused. In doing so, he may require verification to support the reason for an absence.
4. A student absent 15 consecutive school days without an excuse will be withdrawn from the school attendance roll.
5. **Any student not in attendance for the entire day may not participate in any school sponsored activities that day, unless he/she prearranges an excused absence from school. This excuse must be cleared with the school office prior to the end of the school day before the event. Emergencies will be dealt with on an individual basis as approved by the principal.**
6. The administration may require medical verification of excessive absences both excused and unexcused.

## F. ELEMENTARY STUDENT CONDUCT

### 1. Responsive Classroom

Badger Elementary uses the *Responsive Classroom* approach to teaching and learning. The following information was found at <http://www.responsiveclassroom.org/about/aboutrc.html>

The *Responsive Classroom* is an approach to elementary teaching that emphasizes social, emotional and academic growth in a strong and safe school community. The goal is to enable optimal student learning. Created by classroom teachers and backed by evidence from independent research, the *Responsive Classroom* approach is based on the premise that children learn best when they have both academic and social-emotional skills. The approach therefore consists of classroom and schoolwide practices for deliberately helping children build academic and social-emotional competencies.

Seven principles, informed by the work of educational theorists and the experiences of practicing classroom teachers, guide the *Responsive Classroom* approach:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: Process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach – individually, culturally, and developmentally – is as important as knowing the content we teach.
- Knowing the families of the children we teach and working with them as partners is essential to children's education.
- How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

### 2. Elementary Disciplinary Actions

Elementary students are subject to disciplinary actions that may include:

**After School Detention:** Students report to the area designated by the classroom teacher until 4PM to complete assigned work.

## 2. Elementary Disciplinary Actions (cont.)

**Noon Hour Detention:** Noon Hour Detention refers to the time that a student spends in the designated area. While in detention, the student usually spends the time on school work.

**In School -Suspension:** "Isolation, yet Educational", Purpose: To provide an isolated but educational environment for students who choose to behave inappropriately at school.

- a. Parent / Guardian will be notified by phone or in writing when a student is assigned to In School Suspension
- b. Clear rules and consequences are enforced
- c. Students are expected to complete assigned work.
- d. Readmittance to the classroom could include:
  1. Review of assigned work
  2. Development of Principal's Special Behavior Plan
  4. Participation in extra social skills development

**Out of School Suspension:** A student may be assigned Out of School Suspension for a severe breakage of a school expectation.

- a. Parent/Guardian will be notified by phone or in writing prior to Out of School Suspension
- b. Out of School Suspension may be assigned for 1 or more days
- c. Report to the office on reinstatement
- d. The school will follow the procedures outlined in the Pupil Fair Dismissal Act (guidelines available in the office)

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## SECONDARY SECTION

### A. GRADING

Letter grades will be earned for every class unless otherwise specified. The Principal's Office will use the following grades, percentages, and their weights, to compute the honor roll each quarter:

A (95-100)= 4.00	B+ (88-90)= 3.50	C+ (79-81) = 2.50	D+ (70-71) = 1.50	F = 0.00
A- (91-94)= 3.75	B (85-87) = 3.00	C (75-78) = 2.00	D (68-69) = 1.00	
	B- (82-84) = 2.75	C- (72-74) = 1.75	D- (65-67) = 0.75	

Non-PSEO Badger High School juniors and seniors who successfully complete Advanced Placement or International Baccalaureate courses and receive college credit, or take Concurrent Enrollment college courses, or courses that have an Articulation agreement with a college or technical college, will receive the following grade points on their high school transcripts upon the completion of those courses:

A	=	4.500	C	=	2.500
A-	=	4.170	C-	=	2.170
B+	=	3.830	D+	=	1.830
B	=	3.500	D	=	1.500
B-	=	2.170	D-	=	1.170
C+	=	2.830	F	=	0.000

Students in Grades 7 - 12, who meet the required academic standards necessary, are eligible for the High School Honor Roll.

The **"A" Honor Roll** will include 3.51 to 4.00 on our 4 point scale(A to A- average).

The **"B" Honor Roll** will include 3.00 to 3.50 on our 4 point scale(B+ to B average).

## B. SECONDARY SCHOOL CURRICULUM

### Grade 7

<u>Required</u>	<u>Electives</u>	<u>Grade 8 Required</u>	<u>Electives</u>
Project Lead the Way (1/2)	Life Quest (1/2)	PLTW (1/2)	Skills for Life (1/2)
US History (1)	Band (1)	Science (1)	Band (1)
Language Arts (1)	Choir (1)	Language Arts (1)	Choir (1)
Physical Fitness (1/2)	Beginning Sewing (1/2)	Geography (1)	Begin. Sewing (1/2)
Science (1)	Green Arch/Woods (1/2)	Health (1/2)	Green Arch/Woods (1/2)
Algebra ½ (1)	Study Skills (1/2)	FACS(1/2)	Study Skills (1/2)
Computers 7 (1/2)		Algebra (1)	
Orientation/FACS 7 (1/2)		Physical Fitness (1/2)	

### Grade 9

<u>Required</u>	<u>Electives</u>
*Language Arts (1)	Media Publications (1)
*Algebra 1.5 (1)	Media Arts (1)
*Civics (1)	Beginning Sewing (1/2)
Physical Fitness (1/2)	Choir (1)
*Science 9 (1)	Band (1)
PLTW 9 (1/2)	Life Quest (1/2)
Careers 9 (1/2)	Small Engines (1/2)
	Mech. Drafting (1/2)

### Grade 10 - 12

<u>Required</u>
*American History(1)
*Biology (1)
*Science (Physics or Chemistry) (1)
Physical Fitness (1/2)
Health (1/2)
*World Geography (1)
*Language Arts (3)
*World History (1/2)
*Economics (1/2)
*Geometry (1)
*Algebra II (1)
*Pre-Calc or Consumer Math Gr. 12 (1)

\*Indicates Core Curriculum Class

### Grade 10 – 12 Electives

<u>Business</u>	<u>Industrial Technology</u>	<u>Science</u>
Accounting I	Principals of Engineering	Human Body Systems
Marketing (11-12)	Robotics (11-12)	Chem. in Community (9-12)
Yearbook (11-12)	Small Engines (9-12)	Physics (11-12)
Personal Finance (11-12)	Arch. Drafting (11-12)	
MS Excel/MS Word/MS P.P.	Mech. Drafting (9-12)	
	Welding (11-12)	

<u>English/Media</u>	<u>Music</u>	<u>FACS</u>
Newspaper/Media Publications	Choir	Child Development
Media Arts (9-12)	Band	Global Foods (11-12)
College English		Surviving Single (11-12)
		Elements of Design (11-12)
		Advanced Sewing
		Housing Design (9-12)
		Family Studies (11-12)

## C. INCOMPLETES

1. All required work must be submitted by the end of the last day of the course in order to receive credit for the course. In case of emergency or other hardship, the time may be extended for work to be completed. It is the student's responsibility to make the necessary arrangements for work to be completed if the student is having difficulty meeting the deadline. If the work is incomplete five school days after the last day of the quarter, the "I" will be changed to an "F " (0 honor points) for that period.

#### **D. MID-QUARTER PROGRESS REPORT/REPORT CARDS**

Teachers will report mid-quarter failing and incomplete grades to the office. Parents or guardians of students who are failing or incomplete will be notified by the administration. Students and parents are encouraged to check academic progress using Badger School's online grade system on the school website or by visiting with teachers or administration regarding academic progress. Report cards will be sent home at the end of each quarter or at parent-teacher conferences. Report cards not handed out during conferences will be mailed out within two business days.

#### **E. CLASS CREDITS. AND ASSIGNMENTS**

1. To qualify for grade 8 students must pass 6 credits.
2. To qualify for grade 9 students must pass 6 credits.
3. In grades 9-12 students must pass all required classes. If a student receives a failing grade for a required class the credit must be made up at the alternative learning center.
4. Students will earn a ½ credit for each passing semester grade. The semester grade will be computed by averaging the two quarter grades within a semester.

#### **F. REQUIRED NUMBER OF COURSES**

Students must take at least 8 credits each school year in grades 7 – 12  
No credit will be given for courses dropped in the middle of a quarter.  
All classes have a test-out option. Contact Principal or Dean of Students.

#### **G. PHYSICAL EDUCATION**

No student will be excused from physical education except for valid reasons. Such exemption requires a written statement from a physician.

#### **H. GRADUATION REQUIREMENTS**

1. Graduation:
  - a. Students are required to earn 30 credits to graduate from Badger School.
  - b. Students must complete all required curriculum.
  - c. Students who transfer in after 9<sup>th</sup> grade will be evaluated by administration on an individual basis.
2. Certificate of attendance will be awarded to a student with at least:
  - a. 26 credits
  - b. Good attendance record, and a reasonable interest toward graduation requirements.
3. Only students meeting all state and local requirements will receive a diploma and take part in the graduation ceremony.
4. Diplomas will be issued to foreign exchange students on an individual basis.

#### **I. ACADEMIC AWARDS/CLASS RANK**

1. To qualify as an Honor Student, students must have a B+ or above (3.50) Average on our grading scale (A = 4.00, A- = 3.75, B+ = 3.50, etc.).
2. Grades used will be computed in the following ways for grade 9 through the fourth nine weeks of grade 12.
3. Class rank will be determined by averaging the accumulated grade-point average of all core curriculum classes in grades 9-12.
4. Names of the valedictorian and salutatorian will be announced during commencement exercises. To be eligible for either valedictorian or salutatorian, a student must be on campus at Badger School as a full time student for their senior year and have a grade point average of 3.5 or better. The administration can opt to just name honor students on years when there are no students at the 3.5 or above or that there are several students above 3.5.

#### **J. ELIGIBILITY**

1. An F in any class will make a student ineligible for the next grading period (the first or second half of a nine week grading period) in all MSHSL activities and the following: Knowledge Bowl, Region and State FCCLA, One-Act Play, Class Officers, Homecoming Candidates, Student Council Representatives, LIFT,

## J. ELIGIBILITY (Cont.)

TARGET, Economic Challenge, Envirothon and extra curricular music groups.

2. Students with chemical or disciplinary offenses will also be ineligible for the previously listed activities until they have completed serving their penalty.
3. Eligibility shall be determined following each deficiency reporting period. **A student becomes ineligible on the day grades are turned into the office. A student regains eligibility on the first school day of the new marking period.** Spring grades apply for fall eligibility. Those students will become eligible the first day of the third week in the new school year.
4. Incompletes are treated as F's until they are made up. Students have five (5) school days after grades are turned in at the end of the quarter to make-up the incomplete or it becomes an F (0 credit).

## L. SECONDARY SCHEDULING OF CLASSES

The daily schedule is planned for students who wish to study a standard high school curriculum as required / recommended by the State of Minnesota

### Spring Pre-Registration

Since spring registration determines class size and staffing, we urge students to abide by these choices.

### Class Changes

Before making any changes, a student must confer with the principal and teachers involved, and must turn a class change slip into the office. A transfer slip must be signed by the student, the teachers involved, a parent, and the principal and then be presented to the teachers. Students have only four (4) days into the semester to add or drop a class.

## M. WEIGHT ROOM GUIDELINES

In order to maintain the weight room and promote safe exercising conditions, certain guidelines must be followed:

1. An authorized person must be present at all workouts; teachers, coaches or supervisor.
2. No spitting is allowed anywhere in the gym, including garbage cans.
3. No pop or food allowed
4. No loitering; if you aren't working out; stay out!
5. Re-rack all weights when finished
6. Do not drop or slam weights
7. Do not move weight benches around unless authorized by weight room supervisor.
8. Shirts must be worn at all times.

**Any violations shall result in loss of weight room privileges.**

## N. COLLEGE IN THE HIGH SCHOOL

Students must request a meeting with administration and meet all requirements in order to register for College In The High School or Online College in the High School classes.

## O. ON LINE LEARNING

### Badger School's On Line Learning Policy (Non CIHS or OCHS)

1. Students have a minimum of three (3) weeks to complete the course.
2. Students have a maximum of six (6) months to complete the course.
3. Students have fourteen (14) calendar days to drop an online course.
4. Students must give the school district thirty (30) day notice that they wish to take an online course.
5. Students have the option of choosing courses from class.com, APEX Learning and MN course catalogues.
6. Technology support is available during school hours at 1-651-999-6517.
7. Technology support is available after school hours at [rusch@ties.k12.mn.us](mailto:rusch@ties.k12.mn.us).
8. The district will provide a site mentor for online learning.
9. Students may take twelve (12) courses per year online.
10. Students may take courses for advancement.
11. Students may take courses for make-up or remediation.

## **O. ON LINE LEARNING (Cont.)**

12. Students may take the second semester of a two-semester course while re-taking the first semester of the same course with prior administrative approval.
13. Counseling with the administration is required with the student and parent(s) before a student takes an online course.
14. A student will register for an online course by contacting the Dean of Students.
15. A student may work on an online course from home. A student may work on an online course from school depending on availability of facilities and technology.
16. A district contact person may be available for a student who needs additional help related to an online course.
17. The local school district will issue the online course credit (s).
18. The local district policy concerning cheating and/or plagiarism will apply.
19. Teacher conferences will be conducted by email, or by meeting with the student's proctor.
20. A teacher has a reasonable amount of time to respond to a student's submitted work and email.
21. The Dean of Students will collect data concerning online learning for future decision making.
22. Seniors taking Online courses are responsible to check the student handbook regarding graduation requirements and deadlines.

## **HIGH SCHOOL DISCIPLINE POLICY**

It is the position of the Independent School District #676 that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the school, learning cannot occur; therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, parents, legal guardians, teachers, and other school staff 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 statute, State Board of Education regulations, and this policy.

### **Rules of Conduct**

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights of others. The following rules and regulations will serve as a guideline for our students.

**ATTENDANCE REGULATIONS** Minnesota State Law requires that all persons between the ages of 7 & 16, mentally and physically fit, must attend school every day school is in session. The law must, and will be strictly enforced. To be counted as present for perfect attendance awards, school athletic passes and school attendance records, students must be in attendance for 115 minutes in the morning from 8:20 a.m.-11:40 a.m. and afternoon from 12:15 p.m.-3:10 p.m. in grades K -12.

### **A. ATTENDANCE**

#### **1. Absences**

- a. Parents should report all school absences immediately in the morning, before 10:00 a.m. Call the school office at 528-3201 and give the name, grade and reason for absence of the student. If no call is received from the parent, the school office will contact the home. Upon returning to school, student must present a dated note from parents or guardian. **IF NO PHONE CALL HAS BEEN RECEIVED EXPLAINING THE ABSENCE.**
- b. **EXCUSED ABSENCES** will be determined by the administration. Makeup work will be completed by students for both excused and unexcused absences. For each day of absence, one day will be allowed to make up work.
- c. **UNEXCUSED ABSENCES** include failure to comply with sections a and b (above), oversleeping, truancy, tiredness, etc. Unexcused absences or tardiness will result in detention/suspension. The administration will make the final determination as to whether an absence is excused or unexcused. In doing so, he/she may require verification to support the reason for an absence.

## **A. ATTENDANCE (Cont.)**

- d. Upon returning to school after an absence, students are to obtain an ADMIT-TO-CLASS slip from the principal's office. The slip will show the date of absence and whether the absence is excused or unexcused. The students are responsible to carry the slip to all missed classes for the teachers' signatures.
  - e. **MAXIMUM ABSENCE RULE:** A student may not miss any single class (excused or unexcused) more than eight (8) times per semester and still receive credit for that class. After a student has missed class five (5) times per semester, written notification will be made to the parent/guardian informing of the potential of lost credit for the class. Students who are absent during school hours due to participation in school sponsored activities will not have these absences counted against them.
  - f. A written appeal requesting a review of circumstances for excessive absences may be made to administration. Documentation of illness or appointment must be provided with written appeals.
  - g. A student absent 15 consecutive school days without an excuse will be withdrawn from the school attendance roll.
  - h. If a student misses more than 25 minutes of a class, the student will be counted absent for the class period.
  - i. Any student not in attendance for the entire day may not participate in any school sponsored activities that day, unless he/she prearranges an excused absence from school. This excuse must be cleared with the school office prior to the end of the school day before the event. Emergencies will be dealt with on an individual basis as approved by the administration. Chiropractic appointments must be preapproved by the administration.
2. **Make-Up Time For Unexcused Absences/Tardiness**
    - a. Time to be made up will be assigned from the office.
    - b. Time to be made up will begin with the first class missed and run through the last class missed.
    - c. Three unexcused tardies will be equivalent to one hour of detention to be made up.
    - d. Time to be made up will run from 3:10-4:00, unless other times are arranged.
    - e. In case of emergency, students must make prior arrangements with the administration for approval not to be in attendance.
    - f. Students scheduled to represent our school at school sponsored activities will be excused to go.
  3. Students have one day to complete make-up work for each day missed whether the absence is excused or unexcused.
  4. Students with a prearranged absence are expected to have school work completed upon their return.
  5. At the end of the quarter students have five (5) school days to complete make-up work for an incomplete (I) or it becomes an F (0 credit). Emergency situations will be handled on an individual basis by the administration.

## **B. LEAVING SCHOOL DURING SCHOOL HOURS**

1. In case of illness, check out in the office before leaving the building. Students will receive an unexcused absence for failure to check out of the office before leaving.
2. If leaving the building on school business (such as errands for a teacher), obtain a note from the teacher and a pass from the office before leaving the building. No driving is allowed unless arrangements are made with your instructor and an administrator.
3. For all other reasons, bring a note from home (or phone call) to office and get a PERMIT TO LEAVE BUILDING pass. These reasons should be limited to business only.

## **C. TARDINESS**

1. Students who are late to school in the morning should report to the office.
2. A student who is tardy because he has been detained by a teacher should obtain a slip from responsible teacher to present this slip to the next teacher.
3. Three unexcused tardies will result in one hour of detention. Tardies are calculated per quarter.



## **D. TRUANCY AND SKIPPING CLASSES**

Such action shall be handled in the following manner:

1. Conference with the student;
2. Notification of Parents
3. Detention or suspension may be assigned.

Truancy is an unexcused absence which has occurred when the parent sent the student to school but the student fails to arrive at school/class.

## **E. TRUANCY TRACKER**

1. All schools in Roseau County are participating in the Roseau County Truancy Tracker Program.
2. Parents will be notified when their child has four unexcused absences or truancies.
3. After four truancies a meeting with parents and school officials will be arranged and a School Attendance

Contract will be signed.

4. The county judge can impose any of the following:
  - a. Place the child under supervised probation
  - b. Complete a designated amount of community service work
  - c. Recommend that the court cancel the child's drivers license until the age of 18
  - d. Parent required to deliver the child to school and accompany the child inside
  - e. Transfer legal custody to a reputable person of good character
  - f. Require the child to pay a fine of up to \$ 100.00
  - h. Out of district placement such as Northwest Juvenile Training Center in Bemidji
  - i. Place the child in a group foster care facility
  - j. Fine the parent up to \$700.00 and up to 90 days in jail

## **F. CLOSED NOON HOUR**

1. The Badger School Board has asked that no student be allowed to leave school at noon hour WITHOUT A PASS from administration.
2. Penalties for breaking the closed noon hour rule:
  - a. detention
  - b. suspension

## **H. SCHOOL PARTIES**

### **1. Hours**

Hours for school parties shall be set by the class advisors and must not exceed 11 p.m. The class advisor(s) and parents are responsible for supervision of the class party or school dance. Prom hours will be handled on an individual yearly basis.

### **2. Locked Door Policy**

Students desiring to attend school dances must come to the affair at the time set. Doors will be locked 30 minutes after the function begins. Students will not be admitted thereafter. Students leaving the building during a school function will not be allowed to re-enter the building again.

### **3. Guests**

Students will be allowed to bring guests (grades 7-12) to school parties/dances providing students register their guests in the office and school rules are followed. Prom dates must be no younger than ninth grade and no older than twenty (20) years of age.

### **4. Administrative Approval**

All school parties must be approved by the administration before scheduling.

### **5. Chaperones**

Four parents will be required in addition to advisors for all school dances.

## **I. DETENTION/SUSPENSION**

### **Detention**

- a. May be assigned by a teacher or administrator.
- b. Must be served on the day detention is assigned or the following day. If this is not done the before the 3<sup>rd</sup> day, ISS will be served.
- c. Three unexcused tardies will be equivalent to one hour of detention. Tardies will accumulate per quarter
- d. Time to be made up will be from 3:10 - 4:00 p.m.
- e. In case of emergency, you must make prior arrangements with an administrator.
- f. Students scheduled to represent our school at school sponsored events will be excused to go.

### **Suspension**

- a. ISS will run from **8:20a.m - 4:00p.m.**
- b. Suspended or expelled students shall not ride school busses, be on school property during school hours, or participate in school sponsored activities while under suspension or expulsion.
- c. Work missed can be made up for credit.
- d. In the case of unexcused absence, instructors are under no obligation to provide help except to provide oral or written assignments necessary to make up the work missed and to receive and grade the work when completed.

## **J. PROGRESSIVE DISCIPLINE PLAN (Removal from class)**

Referral to Principal for disciplinary reasons--

1. 1st time will result in conference with principal, letter to parents, and detention for missed class time;
2. 2nd time will have the same consequences as above plus a telephone conference with parent(s) and one hour additional detention;
3. 3rd time same as above plus ISS or being sent home (unexcused absence) plus a readmission conference with parents, teacher(s), student and principal;
4. 4th time Out of School Suspension for one to five days plus the above;
5. 5th time suspension/expulsion for 5 days or more up to one year plus any other consequences established in the readmission conference.

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his/her lawful designee. The removal of a student from class shall not exceed three class periods. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal.

The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher.

Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference but not limited to the completion of any makeup work.

**Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.**

**Teachers and principals/superintendent may use reasonable force to restrain or correct a student.**

## **MINNESOTA STATE HIGH SCHOOL LEAGUE RULES: USE OF MOOD ALTERING CHEMICALS**

### **A. SECTION I**

The MSHSL recognizes the use of mood-altering chemicals as a significant health problem for many adolescents. Therefore the following MSHSL rules have been set forth to emphasize concern for health, safety, and good conduct. These rules apply to all students involved in any aspect of a MSHSL activity.

## **MSHSL RULES (Cont.)**

### **B. SECTION II RULES**

A student shall not at any time, regardless of the quantity: use or consume, have in possession a beverage containing alcohol; use or consume, have in possession tobacco; or use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia. It is not a violation for a student to be in possession of legally defined drug specifically prescribed for the student's use by his/her doctor.

### **C. SECTION III CATEGORIES OF ACTIVITIES**

#### **1. Category I Activities**

Those League-sponsored activities in which a member school has a schedule of Interscholastic contests, exclusive of League-sponsored tournament.

- Athletic Activities
- Fine Arts Activities
  - 1) Speech Activities including One-Act Play - when a school schedules a season of interscholastic contests.

#### **2. Category II Activities**

Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Fine Arts Activities

- 1) Speech activities including One-Act Play when a school schedules no inter-scholastic contests and participates only in the League-sponsored tournaments series.
- 2) Music Activities
- 3) Visual Arts Activities

### **D. SECTION IV: PENALTIES FOR CATEGORY I ACTIVITIES**

#### **1. First Violation**

Penalty: After a violation has been determined, the student shall lose eligibility for the next three (3) consecutive interscholastic contests or *three (3) weeks, 21 calendar days*, whichever is greater, of a season in which the student is a participant. Exception is permitted if a student attends an approved chemical awareness class offered through the county. This will reduce penalty to 2 weeks or 2 events.

#### **2. Second Violation**

Penalty: After a violation has been determined, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or *six weeks, 42 calendar days*, whichever is greater, in which the student is participant.

#### **3. Third Violation**

- a. Penalty: After determination of third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or *twelve weeks, 84 calendar days*, whichever is greater, in which the student is a participant.
- b. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
  - a) The student is assessed as chemically dependent,
  - b) enters treatment voluntarily, and
  - c) the director of the treatment center certifies that the student has successfully completed the treatment program. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

#### **4. Applying the Penalty**

- 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

## **D. SECTION IV: PENALTIES FOR CATEGORY I ACTIVITIES (Cont.)**

### **4. Applying the Penalty (Cont.)**

- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) Counting Weeks:
  - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
  - b) For the purpose of this bylaw (MSHSL Bylaw 205), a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
  - c) At the beginning of the season, practice and conditioning weeks are counted.
  - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty, and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

## **E. SECTION V : PENALTIES FOR CATEGORY II ACTIVITIES**

Badger High School Category II violations will be treated more like Category I activities except that eligibility will be more dependent on the time rather than the number of events in which the student is ineligible to participate.

## **PEST CONTROL MANAGEMENT**

Parents Right to Know Act (M.S. 123B.575, Subdivisions 1-14)

### **1. Notice Concerning Use of Pest Control Materials:**

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

- a. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
- b. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- c. utilization of non-chemical measures such as traps, caulking and screening; and application of EPA-registered pest control materials when needed.

## PEST CONTROL MANAGEMENT (Cont.)

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of pest control material, should such an application be deemed necessary on a day different from the days specified in the school.

# *Elementary Accelerated Reader Policy 2014-2015*

## GOAL

- The primary goal for the implementation of the Accelerated Reader program is for students to become better readers as well as read more frequently and fluently.

## STAR TESTING

- STAR testing will take place in grades 2-6 at the beginning and middle of the year.
- Testing results will be available in the library so all students have access to their ZPD.
- Results from the STAR test will be given to parents at conferences.

## ACCELERATED READER TESTING

- Students will *only* test within their ZPD range for the classroom goal. They may be able to go **over** the ZPD level if they are highly interested in the book and it is appropriate for their age level. Taking tests under the ZPD level will *not* be allowed. Students who are on an IEP or in the Title 1 program will be allowed to test lower with permission from the teacher.
- Cheating will not be tolerated and students will be written up by the person who catches him/her. The violator will be subject to the rules for cheating in the student handbook. The student's teacher will be notified and the student will be subject to classroom consequences.
- Classroom goals are subject to change upon teacher discretion.

GRADE	QUARTER1	QUARTER 2	QUARTER 3	QUARTER 4
1	N/A	5	5	5
2	6	6	6	6
3	7	7	7	7
4	8	8	8	8
5	10	10	10	10
6	10	10	10	10

# High School Accelerated Reader Policy 2014-2015

## GOAL

- The primary goal for the implementation of the Accelerated Reader program is for students to read more frequently as well as become better readers.

## STAR TESTING

- STAR testing will take place in grades 7-12 at the beginning of the year.
- The information from the STAR testing will be compiled to compare data from year to year.

## ACCELERATED READER TESTING

- Students may *only* test on books that are age and content appropriate.
- Books in question must be cleared by Mrs. Kukowski.
- Students who are on an IEP will be allowed to test lower with permission from the Sp. Ed. teacher. They must adhere to A.R. criteria.
- **All 7-12 students will earn 10 points of accelerated reader points per quarter. If they fail to do so, they will fail English class for that quarter.**
- The use of audio books is reserved for IEP and 504 students with prior approval.
- Tests taken on unapproved books will be deleted from a student's goal total.
- Cheaters will be written up by the person who catches him/her. The violator will be subject to the rules for cheating in the student handbook. The English teacher will be notified and the student will be subject to classroom consequences.
- Proof of reading a book may be requested at any time.
- Transfer students' AR points will be evaluated on an individual basis.
- Books read as a classroom requirement may not be tested for Accelerated Reader goal points.
- **All accelerated reader points must be completed by the last day of each quarter. There will be no extensions for incompletes.**

### Per Quarter

GRADE	POINTS
7	10
8	10
9	10
10	10
11	10
12	10