

STUDENT HANDBOOK

Carlton High School



2019-2020

[405 School Avenue, P.O. Box 310
Carlton, MN 55718](#)

Phone: 384-4226
Fax: 384-3607

www.carlton.k12.mn.us

Approved by School Board July 15, 2019

STATEMENT OF NON-DISCRIMINATION

It is the policy of ISD #93 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Human Rights Officer

Gwen Carman
Superintendent
gcarman@carlton.k12.mn.us
(218) 384-4225

504 Coordinator

Ben Midge
Principal
bmidge@carlton.k12.mn.us
(218) 384-4225

Title IV Coordinator

Gwen Carman
Superintendent
gcarman@carlton.k12.mn.us
(218) 384-4225

DISTRICT PHONE NUMBERS

Superintendent Office:	384-4225
High School Office:	384-4225
H.S. Fax:	384-3607
South Terrace:	384-4225
S.T. Fax:	384-4039
Bus Garage:	384-4225
Custodians:	384-4225
Community Education:	384-4225

General Information

WELCOME TO CARLTON HIGH SCHOOL

Dear Students and Parents:

Welcome to the Carlton High School 2019-2020 school year! The guidelines set forth by the student handbook promote the common understanding essential for a positive and productive school experience. The Carlton education team looks forward to assisting students in fulfilling their educational goals. Students can benefit from everything Carlton High School has to offer by actively engaging in courses, clubs, programs and extracurricular and co-curricular opportunities. The administration, faculty and staff welcome the opportunity to support student success throughout their academic career. Please feel encouraged to contact the school with

any questions (218) 384-4226. Parents, students and the community can also check our Website: www.carlton.k12.mn.us. The administration strongly recommends school families review together and keep it as a reference during the school year. Thank you for your partnership as we continue to strengthen the Carlton School Community.

ISD #93 CARLTON MISSION STATEMENT AND VISION

Our mission is to educate, empower and inspire all learners.

We will be recognized for Science, Technology, Engineering, Arts, and Math (STEAM) achieved through:

1. Student opportunities
2. Teacher and staff excellence
3. Engaged community
4. Academics, Arts, Athletics
5. Modern, healthy, welcoming facilities

Priorities:

1. Employee support and professional development
2. Improve climate, culture, and accountability
3. Make improvements to facilities while developing larger facility goals
4. Communication, marketing, and public relations
5. Referendum renewal

CLASS / PASSING SCHEDULE

REGULAR DAY SCHEDULE

8:15—8:25	Morning Passing Time
8:25—9:16	1 st Hour Class
9:20—10:11	2 nd Hour Class
10:15—11:06	3 rd Hour Class
11:06—11:36	Junior High Lunch
11:40—12:30	Junior High 4 th Hour Class
11:10—12:00	Senior High 4 th Hour Class
12:00—12:30	Senior High Lunch
12:34—1:25	5 th Hour Class
1:29—2:20	6 th Hour Class
2:24—3:15	7 th Hour Class

Wednesday/Early Release Schedule

8:15—8:25	Morning Passing Time
8:25—9:12	1 st Hour Class
9:16—10:03	2 nd Hour Class
10:07—10:54	3 rd Hour Class
10:54—11:24	Junior High Lunch
11:28—12:15	Junior High 4 th Hour Class
10:58—11:45	Senior High 4 th Hour Class
11:45—12:15	Senior High Lunch
12:19—1:06	5 th Hour Class
1:10—1:57	6 th Hour Class
2:01—2:48	7 th Hour Class

*** Please Note

Wednesday Early Dismissal: Students will be released at 2:48 every Wednesday.

AFTER SCHOOL HOURS

Students are not to be at school after hours unless they are here for a specific purpose under the direct supervision of an advisor. This also applies to before 8:00 AM.

ANNOUNCEMENTS

Announcements must be submitted to the office prior to 8:30 AM to go on the daily announcements. Daily announcements will be displayed on school LCD screens and shared electronically via [Schoolology](#).

BUSSING

Any changes in daily bus riding must contact the high school office by 1:30

DANCES

Senior high dances (grades 9-12) Junior high dances (grades 6-8)

1. Any visitors must be signed up (in advance) in the high school office.
2. Doors close at 10:00 PM! (NO ONE will be admitted after 10:00 PM)
3. Once you have paid, you are to stay in the in the dance. Students will not be allowed to reenter the dance after leaving.
4. If a chaperone has any trouble with students drinking, using drugs, etc., or other illegal behavior, the sheriff's department will be immediately contacted.

Dances will run from 8:30-11:30 PM, unless otherwise scheduled.

Any Carlton student wanting to bring a guest to any school dance will need to get a permission slip from the advisor of the event. The guest needs to be in good standing at the high school they attend and signed by that school administration/counselor. No guest will be allowed to attend a Carlton dance that has graduated from high school. This policy may be changed at the discretion of the principal.

*Students with unserved detention time will not be admitted to school dances

DATA PRIVACY

If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving medical assistance or Minnesota Care. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please contact Carlton High School at 384-4226 and communicate your request to the high school principal.

EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL

Before School: During severe winter storms when the superintendent deems it unsafe for our buses to run, school will be closed or will have a later starting time. Our official radio station for school closing is [WKLK, 1230 AM in Cloquet](#). Please listen (DO NOT CALL THEM) any morning the weather looks severe. If we are having any problems at school (power outage, water problems, etc.) we will announce closing or delays on the above mentioned radio station. Infinite Campus Messenger will also call, text and/or send you an email.

During School: When serious storms develop during the school day and the superintendent feels it would be better to send students home early, we will send out an Infinite Campus Message Alert. We will also have the radio stations announce the closing. The same will occur if we need to close due to other problems such as power or electrical failures. **IT IS CRUCIAL THAT YOUR CHILD KNOW WHERE TO GO IF THIS SITUATION ARISES** so that we are not sending the child to a locked or empty house.

If the weather looks threatening and no one is home, discuss with your child ahead of time a safe alternative plan if no one will be home.

Please do not call the school to see if we are letting out early. This ties up phone lines and we are unable to call parents of children who may have concerns.

FEES

Athletic:

- Grades 6-8 - *\$70.00 per sport with a cap of \$175.00 per child, per year.
- Grades 9-12 - *\$100.00 per sport with a cap of \$250 per child, per year.
- Students with free/reduced lunches pay ½ price for sports fees. All sport fees need to be paid in full by the first game of each season. Anyone with an outstanding sport fee will not play until the fee is paid. Anyone who can't make a timely payment should contact the AD or principal.

Band:

- Grades 6-12 (who use a school instrument) - \$50 Instrument Rental

Chromebooks:

- \$35 Optional Insurance to cover accidental breakage

Class Projects:

- Basic Woods-\$15 per project (unless student supplies own materials)
- Cabinet Making \$40 per project (unless student supplies own materials)
- Ceramics-\$20 class fee

Co-Curricular:

- Activities included, but not limited to: Play, Robotics, Math Team, Knowledge Bowl
- Grades 6-8- \$20
- Grades 9-12- \$30

Parking Permits:

- \$20
- \$10 for replacements

Families are encouraged to pay fees through Parent Portal or by check to the high school office. All cash payments require a receipt from the high school office.

Lunch Fees:

Student Breakfast	\$2.00	Adult Breakfast	\$2.40
Student Lunch	\$2.95	Adult Lunch	\$4.30

ONLINE PAYMENTS

Parents can make online payments for athletic fees, course fees, and lunch deposits. Families are encouraged to pay fees through parent portal or by check to the high school office. All cash payments require a receipt from the high school office

FIRE DRILLS

Fire drills will take place periodically. Leave the room quickly, quietly, and in good order. Leave the building by the route indicated on the instruction sheet for the particular room from which you are evacuating.

GUIDANCE PROGRAM

The school counseling program is set up for the purpose of giving the student help in planning his/her high school program, to give aid and encouragement in choosing and planning a vocation, and to assist the student in countless other matters. Whenever you want to talk with someone about anything that troubles or bothers you, the counselor is available to help you try to find an answer to your questions. Your contact with the counselor will be private and matters brought to his/her attention will be treated with strict confidence.

ILLNESS AT SCHOOL

Should a student become ill while at school and be unable to attend classes, the student is to report to the high school office for referral to the nurse. The office will aide in determining if the student will call a parent. Under no circumstances should a student leave for home without checking out through the office. **If this procedure is not followed it will be considered an unexcused absence.**

LOCKERS

Each student is assigned a locker. Students are to use only the locker assigned. The student who is assigned to a locker is responsible for keeping his/her locker orderly and neat. **The school is not responsible for any valuables which are placed in the lockers and are lost.** Locks are recommended. Locker posters are to be of good taste. The school may hold locker inspections for health reasons. Students may ONLY use school locks. The cost is \$5 – reimbursed at the end of the year.

*Students who fail to clean their lockers or have damaged the lockers may be assessed a fee

LOCKER POLICY

It is the policy of the State of Minnesota, and therefore, the Carlton Public Schools, that school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of locker provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students

within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

[Policy 502: Search of Student's Lockers](#)

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy 500 Series.

LOST AND FOUND

Lost and found is located in the high school office. Report any loss of articles and valuables to the high school office. The lost and found will be emptied quarterly.

MEDICATIONS/PRESCRIPTIONS

If your child needs to take a non-prescription medication, you MUST:

1. Send the medication in the original bottle.
2. Send a note with parent's signature requesting the school to give the medication. If the student needs Tylenol or Ibuprofen, the student can keep it in their lockers in the original bottle.

If your child needs to take prescription medications, you MUST:

1. Send a written order from our doctor.
2. Send a note with parent's signature requesting the school to give the medication in a pharmacy container.

MOTOR VEHICLE PARKING

Any student who must drive a motorized vehicle to school is to park his/her vehicle when he/she arrives at school and leave it parked until school is dismissed for the day. **Students are not permitted to drive cars during the noon hour nor ride with friends.** Students are not encouraged to drive to school, but those who must, are encouraged to park on black top on the north side of the school in designated areas.

For safety and security reasons, students parking in the school parking lot are required to purchase an annual, nonrefundable parking permit (\$20). Permit tags can be purchased in the high school office. To purchase a permit you must have your 1) driver's license, and 2) license plate number.

Parking spaces are available on a "first come, first served" basis, but **ONLY** with a permit.

THE FOLLOWING RULES APPLY TO ALL STUDENTS WHO VIOLATE THE PARKING PROCEDURES:

A warning and a call to parents will first occur, then. . .

- If you are parked in the lot without a permit, you may be towed.

No cars are to leave the school grounds during the school day without permission of the administration.

PARENT PORTAL

Parent portal allows families to view the academic progress of their student at anytime, from any computer or mobile phone with internet access.

To access the parent portal, please refer to the school website: www.carlton.k12.mn.us

PLEDGE OF ALLEGIANCE

[Minnesota Statutes 121A.11](#) mandates that the Pledge of Allegiance be recited once a week in public schools. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

TELEPHONE

The telephone in the high school office must be kept available for school matters. Permission to use phones will be granted only as a matter of necessity or urgency to call parents on school-related matters. Calls will be limited to three minutes or less. Students will be called from class for a phone call only upon parent request.

VISITORS DURING THE SCHOOL DAY

For the safety of our students, all persons who are non-registered students of Carlton Public Schools are required to check in at the office upon arrival in the building. All doors to the school will be locked throughout the day. Access to the school building during the school day will be through **DOOR 1**.

To maintain an environment conducive to learning, students are not allowed to bring a visitor to school during the academic day. Exceptions may be made by the high school office for prospective students.

School Calendar

ACADEMICS

GENERAL REQUIREMENTS

- Credits earned in grades 9-10-11-12 are used for determining graduation.
- A minimum of 24 credits are required for graduation.
- A minimum of 6 credits are required each year.
- A minimum of 3 credits are required each semester.

MINIMUM REQUIREMENTS – CREDITS

ENGLISH: 4 credits – 1 credit each year

English 9, 10, 11, 12 or College Writing & Introduction to Literature.

SOCIAL STUDIES: 4 credits – 1 credit each year

Civics, American History, Work History/Geography or College Western Civilization Social 12 or General Psychology & Economics

MATHEMATICS: 3.5 credits are required in grades 9-12
 Algebra II, Geometry, Probability and Statistics and another full math credit is the minimum requirement. In addition to the high school credits, students must also complete an Algebra I credit by the end of eighth grade.

SCIENCE: 3 credits are required in grades 9-12
 Physical Science, Biology, and either Physics or Chemistry.

PHYSICAL EDUCATION – HEALTH

.5 credit Health in grades 9-12
 1 credit Physical Education grades 9-12

BUSINESS EDUCATION: .5 credits
 .5 credits in elective in grades 9-12

ART and THE ARTS 1 credit in grades 9-12
 Band, Visual Arts, Music

ELECTIVES: 6.5 credits in grades 9-12

Total Credits: 24

GRADUATION CEREMONY:

- All fees must be paid prior to ceremony
- All detention time must be served
- Students attending the ALC, must have earned a minimum of 12 credits from CHS
- 23 ½ credits must be completed before you are allowed to participate in graduation.

Middle School – Required Classes and Credits

<u>Department</u>	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
English	1	1	1
Social Studies	1	1	1
Mathematics	1	1	1
Science	1	1	1
Physical Education	.5	.5	.5
Health	NA	.5	NA
Keyboarding	.25	.25	.5
Advisory/Skills	.5	.5	.5
Visual Arts	.25	.25	.5
STEM*	.5	.5	.5
Band (elective)	(1)	(1)	(1)
Total:	6(7)	6(7)	6(7)

**Science, Technology, Engineering and Mathematics*

HIGH SCHOOL GRADING SCALE

A+	100
A	94
A-	90
B+	87
B	84
B-	80
C+	77
C	74
C-	70
D+	67
D	64
D-	60
F	0

HONOR ROLL

Honor roll will be calculated and published each quarter. To qualify for the honor roll, a student must carry at least six classes (with five letter grades) and maintain a 3.0 average. An “A: honor roll student maintain a 3.75 average and not receive more than one “B” or one “P” or combination.

The following is the value of each letter grade:

A+ = 4.33	C+ = 2.333	F = .00
A = 4.00	C = 2.00	P = .00
A- = 3.67	C- = 1.67	
B+ = 3.33	D+ = 1.33	
B = 3.00	D = 1.00	
B- = 2.67	D- = .67	

REPORT CARDS

Report cards will be issued after each quarter. Junior high students (grades 6-8) will receive a year-end grade in their math, social, science and English classes. This grade may be used to determine whether or not the student is promoted to the next grade in that subject or repeats the entire year in that specific subject. Parent conferences are scheduled during Quarters 1 and 3; however a conference can be scheduled whenever a teacher or parent sees the necessity. A parent portal web site is available to check student’s progress.

*Report Cards will not be mailed home unless requested by parent/guardian.

Grading with Pass/No Pass

Student Aide: A Junior or Senior student has the option to become a student aide, with teacher and guidance office approval. A student can only be a student aide for one period a day during the school year. A student aide will be graded Pass or No Pass based on their participation as a student aide. A Pass will receive no point value toward a student's GPA calculation, but will receive high school credit. A grade of NO Pass will not receive high school credit. A student aide may choose a no credit option

STUDENTS RECEIVING INCOMPLETES

Any student with an incomplete at the end of the quarter will have 10 instructional days of the following grading period to resolve the incomplete with the instructor. At mid quarter an unresolved incomplete grade will be calculated using the existing grades in the teacher's campus gradebook. Students receiving incompletes will receive an academic plan from the teacher on what needs to be completed.

Credit Recovery

Credit recovery courses are graded Pass/No Pass and the student must complete the course with a passing grade. Once the course is completed the credit for the course will be granted to the student on their transcript. The course does not replace the failing letter grade earned in the classroom. The course does not affect the student's GPA. The course will be identified on the transcript as a credit recovery course.

TESTING & ASSESSMENTS

While the Minnesota Department of Education strives to ensure this testing schedule remains unaltered, it is subject to change based on assessment decisions made by the state or federal Legislature.

- Minnesota Comprehensive Assessments (MCAs)
- Minnesota Test of Academic Skills (MTAS)
- ACCESS for ELLs
- Alternate ACCESS for ELLs

January 27

- ACCESS and Alternate ACCESS for ELLs® begins

March 2

- MCA Reading grades 3–8 and 10 and Mathematics grades 3–8 and 11 begins
- MCA Science grades 5, 8, and high school begins
- MTAS Reading, Mathematics, and Science begins

March 20

- ACCESS and Alternate ACCESS for ELLs® ends

May 1

- MCA Reading grades 3–8 and 10 and Mathematics grades 3–8 and 11 ends
- MTAS Reading, Mathematics, and Science ends

May 8

- MCA Science grades 5, 8, and high school ends

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

ATTENDANCE

Regular attendance is an important requirement for all students. When it is necessary for the student to be absent, parents are to notify the school by calling 384-4226 before 9:00 AM. Following any absence, a student must present an excuse from a parent stating the reason for the absence and the date(s) of the absence.

TYPES OF ABSENCES:

1. **Excused** – Any absence falling into the categories of personal illness or family emergency. Examples include medical appointments, dentist appointments, counseling appointments, court appearances, driver license exam, death in the family and prearranged family vacations. All incomplete assignments may be made up if proper procedures have been followed. **All appointments need to have an excuse from the appointment office or it will be an unexcused absence.**
2. **Advanced Make-Up** – May be obtained from the office with parent request before date of absence. All work can be made up. Examples would include medical appointments, family trips, driver’s exam, court appearance, etc.
3. **Unexcused** – Any absence not directly covered by the preceding excused absences will be considered an unexcused absence. Examples of unexcused absences include errands and appointments with no further explanation, truancy, leaving school without proper clearance, forgery on excused, babysitting, luncheons, work, missed bus, car trouble, shopping, hair appointments, tanning appointments, oversleeping, behind the wheel driving, etc. In the case of a student being needed at home, parental contact by phone is necessary to explain the extenuating circumstances. A decision will then be made as to whether an absence is excused or unexcused. Make up work will be provided with the option for full credit upon administrative approval. **Attendance issues can be determined at the discretion of the principal.**

4. **Excessive Excused Absences** – Students and parents/guardians must understand that each school has the right to not give credit or promote to the next grade due to inadequate seat time. It must also be understood that each school reserves the right to request physicians notes for a student who has had excessive excused absences (if a note has been requested and not provided, the school can determine that day to be absent unexcused).

In the circumstance, your son or daughter has accumulated 20 days of excused or unexcused absences, increased absence documentation is required. After the 15th day, you are required to provide a signed note from a Medical Professional or our School's Nurse indicating your child had a medical reason for his or her absences." The truancy officer will send home a letter notifying the parent/guardian that their son/daughter is truant according to Minnesota Statute 250A.02, subdivision 3 and request a meeting to address the issue further. Other school officials may be requested to attend this meeting. School services or other outside services will be offered to assist with the problem when appropriate. A parent/student contract may be ordered.

The truancy office will become officially involved in a student's truant behavior when the number of unexcused absences approaches seven (7). However, the principal meets with the officer on a weekly basis to discuss students in trouble with truancy issues. The officer may begin working with the student and family on a preventative program.

5. **Tardiness – ASD** – The fourth accumulated unexcused tardy in a grading quarter and each additional unexcused tardy thereafter.
 - a. Students will be notified each Thursday by the principal or his designee of any detentions issued for tardies. Parents will receive a copy of the infraction in the mail.

It is the responsibility of each student and parent/guardian to read attendance policies within their school's handbook. Refer to school administration for questions or clarification.

All policies and procedures listed pertain to K-12 students enrolled in Carlton County Schools.

CARLTON COUNTY TRUANCY PROCEDURES

Three unexcused or a combination of eight total unexcused/excused absences.

1. Initial letter of notification letter sent to parents by school officials.

Five unexcused or a combination of ten total unexcused/excused absences

1. Referral sent to the truancy officer, the district truancy office may take the following actions (in cooperation with school administration):
 - a. Meet with the student and/or parent/guardian to explain Minnesota state attendance laws and consequences.
 - b. Sign and individual attendance contract with student and/or parent.
 - c. Contact and arrange assistance for family with any needed support services (i.e. school nurse, school counselor)

Seven unexcused absences or more, referral to Carlton County District Attorney (habitual truant under [Minnesota Statute 260C.007 sub 19](#))

1. Truancy petition filed with Carlton County Attorney
 - a. District Attorney will file as a child in need of protection with District Court
 - b. Depending on the age of the student, District Attorney, Truancy Officer and Carlton County Human Services will make a determination whether or not if it is a case of truancy or educational neglect.

STUDENTS RIGHTS & RESPONSIBILITIES

STUDENT RIGHTS

All students have the right to an education and the right to learn.

STUDENT RESPONSIBILITIES

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others.

BEHAVIOR EXPECTATIONS OF CARLTON STUDENTS 6-12

Be Prompt and Prepared

1. Be on time
2. Come with appropriate materials
3. Come with assignments completed

Respect Authority

1. Listen to authority

2. Follow directions promptly
3. Accept responsibility for your behavior

Respect the Rights of Others

1. Use appropriate voices
2. Listen to the speaker
3. Respect the opinion and point of view of others
4. Respect individual differences and sensitivities

Respect Property

1. Respect personal property of others
2. Respect school property

Display a Concern for Learning

1. Remain on task
2. Respect the rights of others to learn

Display Appropriate Social Skills

1. Accept disagreement, consequences, criticism and compliment gracefully
2. Display courtesy and tact.

Other

1. It is the discretion of each instructor if hats may be worn in the classroom
2. Chains and other potentially dangerous accessories are prohibited
3. Nuisance devices (laser-pointers, electronic toys, etc.) are prohibited
4. Cell phones may only be used before and after school, during passing time and during lunch
 - a. Students in grades 6-8 are not allowed to have personal electronic or cellular devices in the classroom. They must be stored in their locker other than before and after school or during lunch.
5. It is the discretion of each instructor if coats and bulky jackets are not permitted in classrooms during the school day
6. It is the discretion of each instructor if backpacks, purses and bags are not permitted in classrooms during the school day

If you have a legitimate reason to have any of these in school, please see the Principal.

CLASS OFFICERS

Each class will select members for President, Vice-President, Secretary and Treasurer. The high school office shall designate an advisor.

CLOSED CAMPUS REGULATIONS

Campus is completely closed for all 6th, 7th, and 8th graders. All middle school students must stay on school property at all times during the school day, which begins at the time they arrive at school in the morning and ends when they leave for home after the 3:15 dismissal. Students who must leave campus must bring a note from home requesting permission for them to leave campus. The note should specify a legitimate reason, a specific date, and be signed by the student's parent/guardian.

Campus will continue to be closed for all students in grades 6-12. Once a student arrives at school, they are to remain on school campus. Grades 9-12 are allowed to leave during their noon

lunch break. **DRIVING OR RIDING IS PROHIBITED DURING LUNCH BREAK.** Students must have an open campus form signed by a parent/guardian prior to leaving. Students may entering or exiting during open lunch must use Door 1 (door by the high school office)

The campus boundaries are the edge of the sidewalk on the south, the blacktop driveway on the east, the fence between the school and county property on the west. Students will not be allowed to loiter in the area north of the building or be in the school parking lot during the school day.

Students are encouraged to use cafeteria facilities. (Closed Campus Violation – ISS)

DRESS CODE

Students are to be dressed in good taste and in a socially approved manner in accordance with the guidelines established to promote health, safety and student learning in school.

- Health – Cleanliness of body and dress.
- Safety – Grooming and dress that exposes students to accidents must be avoided – this includes chains.
- Student Learning – Grooming and dress styles that create a disruption of the learning process within the classroom must be avoided. This includes:
 1. Clothing that is not in keeping the community standards, including hats.
 2. Clothing which bears a message determined as lewd, vulgar or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors
 4. Objectionable emblems, signs, words, objects or pictures on clothing communicating a message that is racist, sexist or otherwise derogatory to a protected minority group.
 5. Any known gang related apparel/objects
 6. Objectionable clothing, includes but is not limited to, low-cut shirts, exposed midriffs, low-riding slacks, see-through blouses, extremely short skirts or shorts, sagging pants that expose the top of boxers, and spaghetti strap tops.

Faculty members directing extra-curricular activities have the authority to decide how students should be dressed when representing the school.

Students whose dress and grooming do not conform to these standards will be referred to the principal. The student will be warned and advised as to adjustments that must be made. If the student fails to remedy the problem, the student will be removed from the class or activity involved until the student corrects the situation. Students may be sent home to change.

HONOR CODE

Carlton High School is committed to providing a positive learning environment in which all students can do their best to succeed. In order to achieve this environment, academic honesty is essential. Simply stated cheating in any form jeopardizes the quality of any educational program and minimizes the genuine achievement of others.

CHS policy on cheating and academic dishonesty can include but not limited to:

CHEATING: Possessing a “cheat sheet” (including use of a cell phone or electronic device) or other notes for use on a quiz or test. Copying work from another student in or out of the classroom (see plagiarism) getting answers or information about a quiz or test that another student has already taken.

PLAGIARISM: Intentionally taking/copying someone else’s words or ideas and presenting them as your own. Doing another student’s work for him/her.

FABRICATION: Making up information or pretending to do something that you did not. (i.e. inventing information for a lab experiment or submitting a book report on a book you did not read).

GUIDELINES FOR STUDY HALL

Students need to understand that study hall is, first and foremost, a “work” hour. Students need to be “taking care of business” in the classroom. Students need to bring assignments to work on or reading materials to their study hall.

LASER LIGHTS, CELL PHONES, IPODS, mp3 PLAYER, SKATEBOARDS/RIP-STICKS

Laser light of any type are prohibited in school buildings, on school grounds, or at school sponsored activities both on and off campus. Unless school issued, mobile devices are not to be used during class time. No use of iPods or MP3 players in classrooms without teacher’s permission. No riding of skateboards or rip-sticks on school grounds. When a device has been confiscated from a student, the device will be held in the school office and the student or student’s parent/guardian will be asked to pick up the confiscated device, depending on the incident.

STUDENT BEHAVIOR & CONSEQUENCES

STATEMENT OF POLICY

It is the position of Carlton Public Schools 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 schools, learning cannot occur. We believe that teachers have a right to teach and students have a right to learn. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, and teachers 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.

The following school board policies apply district wide.

RULES OF CONDUCT

Disciplinary action will be taken against students for any behavior which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district.

Truancy and unauthorized absences

As required by current statutes, regulations of the State Department of Education and the school board of this district, students shall be in attendance each day school is in session. The authority to decide whether an absence is excused or unexcused rests with the high school office.

Following any absence a student must present an excuse from a parent stating the reason for the absence and the date(s) of the absence. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

Truancy, for the purpose of this policy, is the absenting of one's self from school or class without the approval of the school and parent.

If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

Damage to School or Personal Property

Vandalism: Damage to or destruction of school property or property of others by students is vandalism.

Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making a reasonable effort to find the owner.

Physical Assault: Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another.

Harassment: Any intentionally abusive, threatening, profane or obscene written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics.

Threats and Disruptions

- **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist will be subject to disciplinary action.
- **School Disruptions:** Any student who disrupts or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

Dangerous, Harmful, and Nuisance Substances & Articles

- **Alcohol:** Students are prohibited from using, possessing, or being under the influence of beverages containing alcohol at school, on school grounds, or at school-sponsored activities.
- **Drugs:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
- **Use of Tobacco:** Tobacco use is prohibited at school, school-sponsored activities, and on school grounds. This statement does not apply to tobacco used by adults for ceremonial or educational purposes.
- **Harmful or Nuisance Articles:** 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.
- **Failure to Identify Oneself:** Failure to provide proper identification upon request of a staff member is unacceptable behavior.
- **The Violation of State or Local Law:** The violation of any state or local law or the violation of any federal law is unacceptable behavior.

The following Constitutes Unacceptable Behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education.
2. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school; or
3. Willful violation of any rule of conduct specified in this discipline policy.
4. Excessive display of affection on school property.

DISCIPLINARY ACTION

The goal of CHS is to utilize the Restorative Practices for behaviors that would otherwise be remanded to detention. We feel strongly that students will learn more from the Restorative Practices more than from punitive discipline practices.

Disciplinary Actions

Disciplinary action may include but is not limited to:

1. Meeting with the teacher, or counselor
2. After school detention
3. Loss of school privileges
4. Parental conference with school staff
5. Modified school programs or additional educational programming
6. Removal from class: Suspension, Exclusion, and Expulsion

Removal from Class

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 and his/her lawful designee. The removal of a student from class shall not exceed three class periods. Student shall be removed from class only upon agreement of the appropriate teacher.

After an informal administrative conference with the pupil, the decision as to removal shall ultimately be up to the administrator. 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/herself or to persons or property around him/her. 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 including but not limited to the completion of any make-up work.

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act as amended.

*Parents will be notified by the teacher who removed the student from the class

Copies of Policy

Copies of this policy, together with [The Pupil Fair Dismissal Act](#), are available on the website. Nothing in this policy is intended to conflict with The Pupil Fair Dismissal Act.

Parent Notification

Parents shall be notified in writing of violation of the rules on conduct and resulting disciplinary actions by first class mail as provided otherwise by [The Pupil Fair Dismissal Act](#).

In cases of suspected or diagnosed special education needs, the Northern Lights Special Education Cooperative guidelines will apply.

DISCIPLINE CONSEQUENCES

After School Detention	ASD
In School Suspension	ISS
Out of School Suspension	OSS

In order to establish consistency in discipline, the following shall apply:

MINOR OFFENSES – 1st – may result in a warning or ASD

1. HALLS – Swearing (accidental), jostling, hats, arguing, smart mouthing, not following directions, over-affection, unsupervised (before/after school).
2. LUNCHROOM – Throwing food, roughhousing, insubordination.
3. EVENTS - (Athletics, Dances, etc.) un-sportsman like/disrespectful behavior, not following school rules.
4. EXCESSIVE TARDINESS – ASD; The fourth tardy per quarter and increments of 3 thereafter. Conference with student, parent and administration if tardy count reaches 10 in a quarter.
5. LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION – ISS Closed campus regulations. Campus is completely closed for all 6, 7, & 8th graders. They must remain on school property at all times during the school day, beginning when they arrive in the morning and ending at dismissal. Students who must leave campus MUST bring a note from home requesting permission to leave. The note should specify a legitimate reason, a specific date, and be signed by the student’s parent/guardian. PLEASE do not send

students on needless errands. Campus is closed for all students 9-12 before school with the exception of the lunch break. DRIVING OR RIDING IS PROHIBITED DURING LUNCH BREAK.

6. PARKING LOT DURING SCHOOL DAY – ASD, ISS or OSS to be determined by the principal.
7. SNOWBALL OR ROCK THROWING – ASD
8. CLASS CUT (1 CLASS PERIOD) – ASD
9. TRUANT (MORE THAN 1 CLASS, UP TO A FULL DAY) – ISS
10. FORGED OR FALSE NOTES – ASD
11. USE OR POSSESSION OF ANY TOBACCO PRODUCTS - ISS – Plus referral to law enforcement
12. WILLFUL DISOBEDIENCE, DISRESPECT, SWEARING, CLASS DISRUPTION, GAMBLING, PETTY THEFT, FAILURE TO IDENTIFY SELF – ASD
13. USE OR POSSESSION OF ALCOHOL OR NARCOTICS – OSS (3 days) – Plus referral to law enforcement
14. VIOLENCE (FIGHTING), VANDALISM, STEALING, HAZING, USE OF INCENDIARY DEVICES, POSSESSION OF WEAPONS - *1-3 days ISS or OSS (possible expulsion) – Restitution required when stealing and vandalism occur
15. HARASSING SCHOOL PERSONNEL OR SUBSTITUTE – ISS
16. ILLEGAL USE OR POSSESSION OF FIREARMS - *Expulsion and referral to law enforcement
17. EXCESSIVE DISPLAYS OF AFFECTION – ASD or ISS to be determined by the principal.

*Extra Curricular Penalty

Excessive violations of any school rules may lead to an expulsion hearing by the Board of Education.

Explanations of:

After School Detention (ASD)

ASD takes place on Tuesday and Thursday. Students are to serve their detention within one week of being assigned detention. ASD will not be postponed as a result of conflicts with after school activities. A letter will be mailed home to parents of any student's assigned detention.

RULES:

1. Must be in the detention room by 3:20 and stay until 4:10
2. Must have homework, not magazines, etc. to keep busy, can read a book
3. Students are expected to remain quiet and in the room for the duration of ASD
4. Food, beverages and cell phones are not permitted in detention. (water may be allowed)

If any of the above rules are broken, you will be required to make-up another detention. It is the student-parent responsibility to arrange transportation home.

In School Suspension (ISS)

ISS will be assigned as per discipline code or as determined appropriate by the high school principal. Assignment is usually for one to three days and parents are notified by letter.

ISS Rules: (Remember: Your actions landed you in ISS. Serve the penalty and move on)

1. No food or drink
2. Students need to work quietly
3. No sleeping or laying head down on desk
4. No “CD” player, iPods, MP3 players
5. While in ISS, students will not be allowed to attend their regular classes. Students on IEPs will be allowed to attend their special education classes.
6. One washroom break AM and one PM
7. Supervised lunch in the cafeteria
8. Students who misbehave in ISS or can’t follow the rules will be sent home for the day and complete their work in ISS upon return
9. Skipping ISS will result in a three day suspension
10. No cell phones
11. Students need to stay in assigned seats

Out of School Suspension (OSS)

Parents will be notified, by mail, if a student is assigned a suspension. Phone calls will be made when a student is suspended during the school day.

POLICY:

The administration has the power to suspend students when it is judged that their conduct does in fact undermine good order, threatens the welfare of the school, disrupts the educational process, or deprive other students of an effective opportunity to pursue their own education. All suspensions are of short duration and readmission may require a meeting between the parents and the administration.

NOTE:

Students who get suspended are responsible to get all of their assignments for the day they are out of school. All work is DUE on the day the student returns to school. Any tests missed will be made-up on the day the student returns to school. Failure to get assignments and/or have assignments completed (upon return to school) will result in the student receiving zeros for the work.

[POLICY 506: Student Discipline](#)

This is a shortened version of the unabridged policy which may be found on the school’s website under School District Policy 500 Series.

POLICIES, PROCEDURES AND PROGRAMS

BULLYING

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school property or at school related functions.

[POLICY: 514 Bullying Prohibition Policy.](#)

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policies.

BUS INCIDENT REPORT PROCEDURE

1. The bus driver fills out the bus incident report and turns it into the appropriate school office at the end of the route, or the following morning.
2. The principal or superintendent follows policy outlined below.
3. Once the "disciplinary action taken by school" portion is filled out, the original is sent to parents/guardians, one copy is returned to the bus driver, and one copy is filed in the office for the remainder of the year.

Part of the discipline policy regarding bus riding involves the number of reported offenses by the bus driver.

Procedures below pertain to ALL K-12 students:

- | | |
|---|--|
| First written report | -discuss with student
-report sent home |
| Second written report | -discuss with student
-parent is called
-report sent home
-bus riding privileges revoked for two (2) days |
| Third written report | -discuss with student
-parent is called
-report sent home
-bus riding privileges revoked for one (1) week |
| -conference before reinstatement with parent, student, superintendent, bus driver, bus supervisor | |
| Fourth written report | -bus riding privileges revoked for one (1) month |
| -immediate conference with parent, superintendent, bus driver | |
| Fifth written report | -bus riding privileges revoked for remainder of year
-parent/guardian must come before the school board |
| -student will lose bus privileges for a minimum of two (2) months | |

** Severe Clause: In case of a severe disruption immediate suspension may be determined necessary. Incidents of this nature will be decided upon after consultation with the bus driver, bus supervisor, and principal or superintendent. Bus riding privileges will be suspended. A

conference, involving the bus driver, bus supervisor, principal and/or superintendent, will determine whether bus riding privileges will be reinstated/suspended for the remainder of the school year.

HARASSMENT AND VIOLENCE

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

[POLICY 413: Harassment and Violence](#)

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy 400 Series.

HAZING

This policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are prohibited at all times. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, permit, condone, or engage in or tolerate hazing. This policy applies to behavior that occurs on or off school property and during and after school hours.

[POLICY 526: Hazing Prohibition](#)

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy 500 Series.

SEXUAL, RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

Everyone at Carlton Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability:

1. Name calling, jokes or rumors
2. Pulling on clothing
3. Graffiti
4. Notes or cartoons
5. Unwelcome touching of a person or clothing
6. Offensive or graphic posters or book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the human rights officer, Gwen Carman, Superintendent.

You may also make a written report. It should be given to a teacher, counselor, the principal or the human rights officer.

Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available on the school website.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, VIOLENCE AND DISCRIMINATION ARE AGAINST THE LAW.

Contact:

Human Rights Officer

Gwen Carman,
Superintendent
gcarman@carlton.k12.mn.us
(218) 384-4225

504 Coordinator

Ben Midge,
Principal
bmidge@carlton.k12.mn.us
(218) 384-4225

Title IV Coordinator

Gwen Carman,
Superintendent
gcarman@carlton.k12.mn.us
(218) 384-4225

WEAPONS POLICY

Possession of a firearm or other weapon on one's person, or in an area subject to one's control, on any school property (including transportation), or off school grounds at any school related activity, will result in the immediate expulsion of the student. As per state statute, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm, or other weapon, to school; except that the board may modify this expulsion requirement for a pupil on a case by case basis.

Steps taken will be as follows:

1. Confiscation of weapon with reasonable effort.
2. Immediate notification of sheriff/police department, CALL 911.
3. Immediate notification of superintendent of schools.
4. Immediate notification of parent/guardian to pick up student.
5. Review of federal law 504.

“Weapon” means any firearm (whether loaded or unloaded), any device or instrument which through its use is capable of threatening or causing injury or great bodily harm. Examples shall include, but not limited to, guns (including pellet guns and look-a-likes), all knives, martial arts instruments, mace, explosive devices, ammunition, or any device or instrument designed as a weapon.

A student, who finds a weapon on the way to school or in the school building and takes the weapon immediately to a school office, shall not be considered in possession of a weapon.

[POLICY 501: SCHOOL WEAPONS POLICY](#)

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy.

[COMPUTER/INTERNET USE](#)

See Internet Computer Use Regulations

EXTRACURRICULARS

Please See Extracurricular Handbook for Penalties and Recommendations Related to Activities and Participation

PHYSICAL EXAMINATION AND PARENT'S PERMISSION – Any student who intends to participate in high school interscholastic athletics must have on file in the school a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.

ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD – a student must be registered; attending classes regularly, and be enrolled in the required number of credits. In order to practice or play in a game, student must be in attendance for ½ of school day. (Exceptions to be cleared by high school principal.)

NOTE: This is only a partial listing of the ISD #93 extracurricular eligibility policy. For details regarding amateurism, all-star teams, camps and clinics, transfers, etc. contact the athletic director.

DIGITAL INITIATIVE PROGRAM

The goal of the digital initiative program at Carlton Public Schools is to facilitate a student centered initiative to aid in student creativity, engagement and enhanced student learning for all students. The ability to use, manipulate and work with technology has become increasingly important for 21st century learners. Increased access to technology tools allows students of all backgrounds equal access to information, digital tools and enhanced communication. One of these technology tools is a Chromebook. Access to these laptops will empower students to reach their full potential and prepare them for the future.

Learning occurs through continuous, ever changing interaction among students, educators and the community at large. Teaching and learning with technology promotes technology integration to enhance and extend educational opportunities.

Procedures and information can be found in its entirety on our district policy page. The policy applies to all internet enabled devices used at Carlton Public Schools, including other touch-screen and computer devices considered by the administration.

INTERNET/COMPUTER USE REGULATIONS

Rights and responsibilities

Internet access is a privilege offered each academic year to the staff and students of Carlton Public Schools. On a global network, it is impossible to effectively control the content of data. The district will employ appropriate means available to attempt to limit access to inappropriate or offensive material. The school board believes that the benefits to students from access to internet information resources and opportunities for collaboration exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents or guardians must sign the acceptable use of technology agreement for their child/children to access the internet.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. General school rules for behavior and communications shall apply to all students. The network is provided for students to conduct research. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Ethical Use Expectations

- Use of Carlton Public School's internet access is limited to educational purposes such as research, professional development, instruction and collaborative educational projects.
- Users will protect individual accounts by keeping passwords secure, not using another person's account and reporting any security problems to a teacher, principal, supervisor or other appropriate authority.
- Carlton Public Schools is not responsible for unauthorized financial obligations resulting from staff or student users of the district or internet access accounts.
- Carlton Public School's internet access or accounts for unauthorized commercial use and/or financial gain of the user is prohibited.

Users storing information on district hard drives or servers do so at their own risk.

Users will respect the legal protection provided by copyright, trademark, licensors and other laws to programs, data and documents.

All users will use Carlton Public School's services and facilities in a manner that does not interfere with or disrupt other network users, services or equipment. Such prohibited interference or disruption includes, but is not limited to:

1. Propagation of computer viruses or worms.
2. Use of the network to make unauthorized entry into other computational, information or communication devices or resources. This includes unauthorized security probing activities or other attempts of evaluating the security integrity of a network or host system.

Vandalism and harassment will not be tolerated. This is defined as any intentional attempt to harm, modify, or destroy data of another user or other networks that are connected to the Carlton Public School's network. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference in any way of another user's work.

Carlton Public School's computer system may not be used for illegal or criminal purposes.

Obstructing other users' work by consuming excessively large amounts of system resources (disk space, CPU time) or by deliberately crashing the machine(s) will not be tolerated and is subject to discipline.

Users will not:

1. Attempt to gain unauthorized access to the district's system or any other system through the computer system
2. Attempt to log in through another person's account, or use computer accounts, access codes
3. Network identification other than those assigned to the user

If a user inadvertently accesses unacceptable materials or an unacceptable internet site; the user shall immediately disclose the inadvertent access to an appropriate district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this regulation.

Limited expectation of Privacy

By authorizing use of the Carlton Public School's system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the district system.

Routine maintenance and monitoring of the district's computer system may lead to a discovery that a user has violated a policy or the law.

The telecommunication network is owned and operated by Carlton Public Schools for the expressed use of staff and students in education related activities. The district retains the right to monitor activity of users consistent with the law.

Data maintained on Carlton Public School's system may be subject to review, disclosure or discovery under [Minnesota Statutes, Chapter 13 \(Minnesota Government Data Practices Act\)](#).

Parents have the right to request to review the contents of their child's files.

Web Publishing

Students should not be easily identifiable from materials they might publish on the internet. Only the student's first name will be used in published student work.

Pictures that are a part of student publishing should not include identifying information and under no circumstances will the student's home address or telephone number be included.

If student-identifying information is required, a parent-signed release form will be kept on file for two years.

All students' web pages will be posted under the district home page for that student's school.

The sponsoring staff member will review all student web pages prior to authorizing publication, to assure compliance with this regulation.

Internet Use Agreement

The purpose of the internet, and educational value to be gained from proper internet use, is the joint responsibility of students, parents and employees of Carlton Public Schools. The Internet Use Agreement form must be read and signed by district employees and returned to the high school office. The district will require your child/children to have your permission to use the internet. The form must then be filed at the high school office.

Limitation of School District Liability

Use of Carlton Public School's computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's tapes, hard drives or servers. The district is not responsible for the accuracy or quality of any device or information obtained through or stored on the district's computer system. The district will not be responsible for financial obligations arising through the unauthorized use of the district's system or internet. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit or terminate any or all internet and computer use. The district network is a private network used as an educational tool by Carlton Public School employees and students. The network is monitored electronically.

Violations of Policy

Any student violation of the above will constitute a 30 school day suspension from internet access. A second student violation will remove the student from any type of computer use for the remainder of the school year. Adult violations will be referred to the administration for disciplinary action. Any student violation that involves misuse of a computer (non-internet violation) will involve a day of in-school suspension. A second violation will remove the student from any type of computer use for 30 school days. A third violation will remove the student from any type of computer use for the remainder of the school year.

[POLICY 524: ACCEPTABLE USE OF TECHNOLOGY RESOURCES & THE INTERNET](#)

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy 500 Series.

PSEO TEXTBOOKS

All post secondary enrollment option students are to return all textbooks from classes taken at Lake Superior College or Fond du Lac Tribal and Community College to the guidance office as

soon as class is completed. The books are the property of Carlton High School. You are responsible for these textbooks.

REQUEST FOR CLASS MEETING

Class meetings are arranged by obtaining a request for class meeting form from the high school office several days before the desired meeting date. The completed form must be approved by both class advisor and principal for authorization.

SCHOOL ACTIVITIES

All classes, clubs or organizations are to submit their requests for class parties, dances, or other class sponsored events to the principal, and an advisor during the first month of school or as soon as possible. Requests should include date, time, and details or even, facilities or transportation needed and faculty consent to chaperone event.

All school organizations must have advisors and they, or substitute faculty chaperones, will be present at organization events. It will be the responsibility of the advisors to get substitute chaperones if they are unable to attend the function of tier group.

It will be the responsibility of the organization's president to acquire two additional faculty chaperones when there is only a single advisor assigned to the organization.

TOBACCO, ALCOHOL OR DRUGS

The school prohibits students from using or having in possession on school grounds tobacco, alcohol or drugs. Any Carlton student who violates the above regulations will be subject to the school's discipline policy and referral to the proper authorities. Carlton High School is a tobacco free high school. Everyone is prohibited from smoking on Carlton Public School's properties.

CLUBS AND ACTIVITIES

Math Team	Basketball – boys & girls
Txt4LIFE	Cross Country Running – boys & girls
Knowledge Bowl	Football
Student Council	Volleyball
School Play	Snowboarding
Swimming	Tennis – boys & girls
National Honor Society	Hockey – boys & girls
Soccer – boys & girls	Alpine & Nordic Ski
Youth Service	Softball – girls
PEER Helpers	Baseball – boys
Golf	Band
Snowboarding	Track – boys & girls

SCHOOL SONG

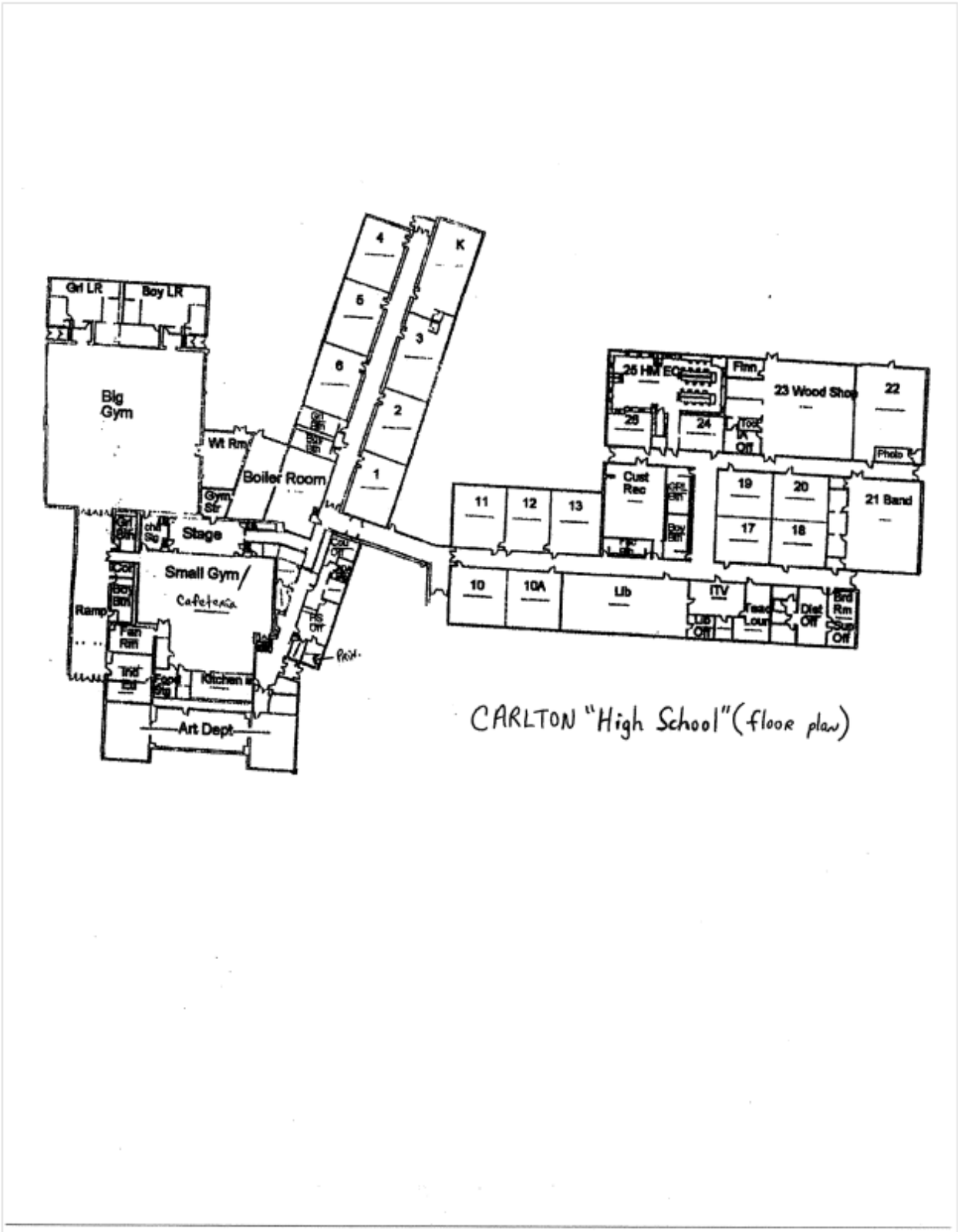
Oh, here we are, the gang and all,
To cheer our team to victory.
Come on and yell with all your might,
to show your high school loyalty, Rah, Rah.

For Carlton High we sing this song,
To help our team keep fighting strong,
Come on let's go and let them know,
That we're from Carlton High!

Blue and White – Fight! Fight!
Fight with all your fame!
Blue and White – Fight! Fight!
Come on let's win this game!
Yeah team, yea team! Fight! Fight! Fight!

SPORTSMANSHIP SONG

Come on let's raise our voices loud and strong,
And give a cheer to boost our team along.
We'll urge our boys to fight with all tier might
And win a victory in sportsmanship tonight,
And be it win or lose we'll never fuss,
We'll make our alma mater proud of us,
So give a loud and lusty hip-hurray,
As friendly foes we'll play! Hey!



CARLTON "High School" (floor plan)

The Pupil Fair Dismissal Act

Pupil Suspension, Exclusion and Expulsion Revised 2009

Updating to Current Revision found on MASSP

121A.40 Citation

Minnesota Statutes Sections 121A.40 to 121A.56 may be cited as “The Pupil Fair Dismissal Act.”

121A.41 Definitions

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** “Dismissal” means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** “District” means any school district.

Subd. 4. **Exclusion.** “Exclusion” means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** “Parent” means (a) one of the pupil’s parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** “Pupil” means any student:

- (1) without a disability under 21 years of age; or
- (2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and
- (3) who remains eligible to attend a public elementary or secondary school.

(b) A “student with a disability” or a “pupil with a disability” has the same meaning as a “child with a disability” under section 125A.02.

Subd. 8. **School.** “School” means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** “School board” means the governing body of any school district.

Subd. 10. **Suspension.** “Suspension” means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from

school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02 although in a different setting.

121A.42 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.43 Exclusion and expulsion of pupils with a disability

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or 10 cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than 10 days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with the disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the expulsion or exclusion.

121A.44 Expulsion for possession of firearm

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board

may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 Grounds for dismissal

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for Dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. **Parent Notification and Meeting.** If a pupil's total days of removal from school exceeds 10 cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to subsequently removing the pupil from school, and with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 Suspension procedures

Subdivision 1. **Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. **Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. **Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. **Suspension pending expulsion or exclusion.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 Exclusion and expulsion procedures

Subdivision 1. **Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. **Written notice.** Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time, and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;
- (e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and
- (f) inform the pupil and parent or guardian of the right to:
 - (1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the department of education;
¹ The list may be found electronically at <http://education.state.mn.us>.
 - (2) examine the pupil's records before the hearing;
 - (3) present evidence; and
 - (4) confront and cross-examine witnesses.

Subd. 3. **Hearing schedule.** The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

- (1) an independent hearing officer;
- (2) a member of the school board;
- (3) a committee of the school board; or
- (4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. **Admission or readmission plan.**

(a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.225, Sub. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under Minnesota Statute Section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative educational services, which must not be used to extend the student's current suspension period. Consistent with Minnesota Statute Section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of the administration of a psychotropic drug or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or education neglect. **Effective Date.** This section is effective the day following final enactment.

121A.48 Good faith exception

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 Appeal

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with

a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner. In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 Judicial review

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 Reports to service agency

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 Nonapplication of compulsory attendance law

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 Report to the commissioner of education

Subdivision 1. **Exclusions and expulsions.** The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race and special education status.

Subd. 2. **Report.** The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

121A.54 Notice of right to be reinstated

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 Policies to be established

- (a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.
- (b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.
- (c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have individualized education plans from school grounds.

121A.56 Application

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363.03, subdivision 5, clause (2).

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

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