

Revised: August 2, 2018



ACGC Falcons  
2018-2019  
Grades 5-12

# Student Handbook

**At ACGC, we believe that student learning happens when students, teachers and families work together to support meaningful preparation and practice of students' education. In order for students to be their best, students will be ready to learn with parent support to meet learning goals and standards to increase their success.**

## ACGC Junior-Senior High School Staff

### Administration

Mr. Nels Onstad	Superintendent	onstadn@acgcfalcons.org
Ms. Robin Wall	5-12 Principal	wallr@acgcfalcons.org
Mrs. Marj Maurer	Athletic Director	maurerm@acgcfalcons.org
Mr. Quincy McNeil	Dean of Students	mcneilq@acgcfalcons.org

### Counseling Services

Mrs. Coreen Geurts	School Counselor	geurtsc@acgcfalcons.org
Ms. Misty Langseth	RAP Counselor	langsethm@acgcfalcons.org
Mrs. Sarah Reznechek	Social Worker	reznecheks@acgcfalcons.org

Mrs. Val Carlson	School Nurse	carlsonv@acgcfalcons.org
------------------	--------------	--------------------------

### Teaching Staff

Mr. Mike Amsden	6 <sup>th</sup> Grade Science	amsdenm@acgcfalcons.org
Mrs. Bethany Barka	Science	barkab@acgcfalcons.org
Mrs. Kate Berger	English	bergerk@acgcfalcons.org
Mr. Brendon Canavan	Band/Music	canavanb@acgcfalcons.org
Mrs. Paige Danielson	5 <sup>th</sup> Grade Language Arts	danielsonp@acgcfalcons.org
Mr. Shane Hagstrom	Social Studies	hagstroms@acgcfalcons.org
Mr. Josh Halvorson	Computer Technology	halvorsonjosh@acgcfalcons.org
Mrs. Kelley Heimerman	Math	heimermank@acgcfalcons.org
Mrs. Barb Hein	Special Education (Jr. High)	heinb@acgcfalcons.org
Mrs. Katie Hentges	Spanish	hentgesk@acgcfalcons.org
Mrs. Bonnie Jans	Science	jansb@acgcfalcons.org
Mrs. Misti Johnson	English	johnsonm@acgcfalcons.org
Mrs. Amanda Kochman	Special Education	kochmana@acgcfalcons.org
Mrs. Lora Larson	6 <sup>th</sup> Grade Math	larsonl@acgcfalcons.org
Mr. Tanner Lillienthal	Math	lillienthalt@acgcfalcons.org
Mrs. Gabra Lokken	Business	lokkeng@acgcfalcons.org
Mr. Mike McNab	Health/Adaptive Phy Ed	mcnabm@acgcfalcons.org
Mr. Quincy McNeil	Special Ed. (Sr. High)	mcneilq@acgcfalcons.org
Mr. Terry Miller	Health/Phy Ed	millert@acgcfalcons.org
Mrs. Stephanie Mucciacciaro	Special Ed. Gr. 5-6	mucciacciaros@acgcfalcons.org
Mr. David Najjar	5-12 Choir	najjard@acgcfalcons.org
Mr. Bradley Nelson II	Science / Math	nelsonbr@acgcfalcons.org
Mrs. Theresa Nelson	Social Studies	nelsont@acgcfalcons.org
Mrs. Pat Nordin	Special Ed.	nordinp@acgcfalcons.org
Ms. Madeline Schultz	Agriculture/FFA	schultzm@acgcfalcons.org
Mr. Ben Sovacool	Industrial Technology	sovacoolb@acgcfalcons.org
Mr. Terry Singsank	Social Studies	singsankt@acgcfalcons.org
Mr. Colin Spooner	Special Ed. (Sr. High)	spoonerc@acgcfalcons.org
Mrs. Kristin Straumann	Life Sci. / Chemistry	straumannk@acgcfalcons.org
Mrs. Tami Tagtow	Media Center	tagtowt@acgcfalcons.org
Ms. Jamie Tanner	Special Education (Jr. High)	tannerja@acgcfalcons.org
Mr. Matt Tanner	Phy Ed/Health/Credit Recovery	tannerm@acgcfalcons.org
Mrs. Jenna Tanttila	Art	tanttilaj@acgcfalcons.org
Ms. Micah Tolzin	6 <sup>th</sup> Grade Language Arts	tolzinm@acgcfalcons.org
Mr. Josh Wallestad	Math	wallestadj@acgcfalcons.org
Mrs. Melissa Wallestad	English	wallestadm@acgcfalcons.org
Mrs. Liz Wheeler	5 <sup>th</sup> Grade Math	wheelere@acgcfalcons.org
Mr. David Williams	5 <sup>th</sup> Grade Science	williamsd@acgcfalcons.org

### Office Support Staff

Mrs. Sandy Benson	Administrative Assistant	bensons@acgcfalcons.org
Mrs. Cleone Larson	5-12 / AD Administrative Assistant / Attendance	larsonc@acgcfalcons.org

## ***The following two pages apply to Grades 5 – 6***

### **Bicycles**

If parents approve, students may ride their bikes to school and place them on the provided rack; but because it is not possible to provide supervision of the grounds at all times, the schools cannot assume responsibility for the bicycles. Children are not permitted to ride their bicycles on the sidewalk and can only ride them before or after school.

### **Bringing Money to School**

Whenever the students need to bring money to school, (e.g. lunch tickets, milk break), please have the child bring it in an envelope marked with their name, grade, and parent's name. If the envelope is accidentally dropped or misplaced, there may be a better chance of recovering or finding it.

### **Cell Phones**

Teachers may disallow cell phones in the classroom between 7:45 – 3:30. No cell phones will be allowed in bathrooms and/or locker rooms.

### **Field Trips**

Field trips are an important part of our educational program. Through these excursions, students see what they are learning in the classroom applied in real life. It's a time to develop skills in courtesy, safety, and good citizenship, and stimulates interest and pride in the community. You will be asked to complete a field trip permission form at the beginning of the school year. Chaperones are required to complete a background check yearly.

### **Food**

If a child wishes to bring a treat to share with the class, please let the teacher know. The State Department of Health requires that all food items must be commercially prepared. If your child is bringing a drink for snack or lunch, pop is not allowed. Also, fruit juice and Gatorade type products are discouraged because of their high sugar content.

### **Homework**

At ACGC we believe that student achievement happens when teachers, students and families work together to support meaningful preparation and practice so students have every opportunity for achievement.

## **Media Center**

Because our Media Center for Grades 5-12 is in one shared room, 5<sup>th</sup> & 6<sup>th</sup> grade students need to be aware of the book ratings at ACGC. Our Fiction Section has been rated and divided into three reading groups:

- Fiction A & Fiction B = General Reading for grade 5-12
- Fiction C = Upper Grade Level books for grades 7-12

5<sup>th</sup> & 6<sup>th</sup> Grade students wishing to check out from Fiction C will need to return a signed parent permission form for **each** requested Fiction C book. The parent permission forms are available at the check-out desk. Grades 10-12 have priority check out of books from Fiction C. Therefore, 5<sup>th</sup> & 6<sup>th</sup> grade students may be on a waiting list for several weeks before they can check out Fiction C books, even with a parent permission form. This will be especially true for the new release books.

## **Music**

All students will be expected to participate in music concerts throughout the year. If a student cannot attend an evening performance, a note should be written to the music teacher.

## **Recess Policy**

Students are expected to participate in recess each day. The following guidelines are used during cold weather (wind chill temperatures):

- -10 or below the students stay inside
- -9 and above students outside for full recess

Students should dress appropriately for the weather, during the winter months. Students need to wear hats, mittens, boots, and snow pants.

## **Toys**

Please do not bring toys to school. This includes slime and fidget spinners. They are a distraction.

## School Day

Students are asked to arrive at the school building no earlier than 7:15 A.M., unless they have a scheduled morning practice or rehearsal with an adult supervisor.

The school day begins when you board the bus. Students are to come immediately into the building when getting off the bus in the morning. The first class of the day for grades 5-12 begins promptly at 7:45, students are expected to be in the classroom on time.

Students not involved in after-school activities are asked to leave the building by 3:35 P.M. No student should be unsupervised in the building.

### 7th - 12th Grade Hourly Class Schedule

Period 1	7:45 – 8:45
Period 2	8:48 – 9:48
Period 3	9:51 – 10:51
Lunch 5-8	10:51 – 11:16
Period 4	10:54 – 11:55
Period 4	11:19 – 12:20
Lunch 9-12	11:55 – 12:20
Period 5	12:23 – 1:24
Period 6	1:27 – 2:27
Period 7	2:30 – 3:30

### **Animals – Service Animals only – No Pets in School**

If the service animal is to accompany a student or employee on a permanent basis, the employee, student or his or her parent or guardian must submit a written request to obtain permission for a service animal to accompany an individual with a disability to work, school or a school sponsored activity. The written request must be delivered to the principal, at least ten business days prior to bringing the animal to work, school or the school activity.

1. Such requests must contain documentation of the animal's required immunizations as well as a letter from a licensed veterinarian who has examined the animal within the last 30 days which states that the animal is in good health and does not pose a direct threat to the health and safety of others.
2. At the time of the request, applicants must also provide the School District assurance that the animal has been treated for and is free of fleas and ticks, is housebroken and is under the control of its handler.

## Attendance in School

Our goal is to ensure that every student attends school regularly.

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school – regardless of the reason – it can cause them to fall behind academically. Students are less likely to succeed if he or she is chronically absent.

If a student will be absent parents are asked to call the office at 320-244-4730 OR the attendance line at 320-244-4680 on the morning of the day they are absent indicating the reason for the absence. Upon returning to school bring a note signed by a parent/guardian, doctor or an appointment card verifying your absence to the 5-12 office.

### Excused absences:

1. Your illness (5 days per semester). A note from a physician is required for each additional absence. If a student become ill while at school, get a pass to the office.
  - a. *Long term/chronic illness/injury* –documentation from a medical professional must be obtained. The days missed because of these types of situations that are verified with a medical excuse will not be counted in the five (5) day maximum absence rule.
2. Verified medical, dental orthodontic, counseling, driver's license exam and other appointments at the discretion of school administration which cannot be scheduled outside of school hours. Examples of appointments which are NOT considered to be excused include: haircuts, nail appointments, pictures/portraits, car repairs, general errands, etc. Your written excuse for medical appointment must be accompanied by an appointment card bearing the doctor's name, and the time and date of the appointment. This must be submitted to the office within three days of the appointment.
3. Conditions beyond the student's control, such as fire, flood, storm, etc. This would include inclement weather conditions, but not the following: missing the bus, not catching their ride to school, oversleeping, traffic conditions, or car problems without verification.
4. Family outing or trips taken with a parent if the principal or designee has approved the trip **in advance**. A maximum of five (5) days in one semester, not to exceed ten (10) days per school year, will be excused. Approval must be obtained from the principal at least five (5) school days prior to the absence.
5. Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
6. Active duty in any military branch of the United States.
7. Mandatory court appearances.
8. Other excused absences *may be* granted when mutually agreed upon between the parents and the administration, **prior approval must be granted by the high school office.**

### Exempt Absence – the following list of items are what constitutes an exempt absence:

1. Participation in school-sponsored event. This would include attending state tournaments in which ACGC is a participant provided verification of attendance is provided upon return.
2. Suspensions
3. College visitation arranged through the counselor's office – three days per year with College/University Form completed and turned in at the office.

**Unexcused absences:** Any absence which does not fall under any of the excused or exempt categories will be considered unexcused. Sleeping in or oversleeping are not considered excused absences. Additionally, an absence will be considered unexcused unless a written note by the parent or parental phone call stating a valid reason is provided to the building administration within one (1) school day of returning to school. An example of this would be if a student misses on Tuesday and returns to school on Wednesday, the student would have until 7:45 am on Thursday to have this absence addressed or it would stand as unexcused and a consequence will be assigned.

### **Truancy:**

It is the student / parent's responsibility to be informed of the number of absences accumulated during each semester.

- JMC Parent / Student Access
- contacting the school office at 320-244-4730
- stopping in the Dean of Student's office

Notices will be sent to parents informing when

- A student has reached the 5-day per semester limit on days absent due to illness.
- A student has **three unexcused** absences per semester for each class.
  - A truancy officer will become involved
- A student has **seven unexcused** absences per semester for each class.
- Student in grades 9-12 who reach **eight unexcused absences will be removed from class and placed in a study hall.**
  - **Students may file an appeal** to remain in class with the principal.
    - The Attendance Review Board made up of teachers, the principal, and dean of students will act on the appeal.

**Refer to Attendance Policy 503 at the following link:**

<http://www.acgc.k12.mn.us/District/Policies/503%20-%20Student%20Attendance.pdf>

### ***Students Attending Extracurricular Activities During the School Day:***

Whether a student is absent all day or leaves early for a school activity or extracurricular activity they are responsible to turn all work in to teachers as scheduled or upon teacher's discretion.

Students participating in extracurricular events must be in attendance immediately the next morning. Any student who is 15 minutes or later must obtain a make-up slip to take to the teachers after school. The student will then take the homework and make-up slip to practice and do the work at practice. Students who miss practice due to being late to school and having to complete work after school will follow athletic procedures for ineligibility for the next extracurricular event.

### **Perfect Attendance:**

Those students achieving perfect attendance for the year will receive a gold certificate.

### **Tardiness**

A student is tardy if they enter a class after the period was scheduled to begin and does not have a pass that has been signed by a staff or faculty member. A tardy is given if a student misses up to 5 minutes. After 5 minutes the student is truant and will count as an absence. Students arriving to class any time after the bell has rung are asked to report to the office first to receive a tardy pass to be able to enter the classroom unless they have a pass from another teacher. Students are not to be out of class for the first 10 minutes and the last 10 minutes of a class period. Teachers are requested to keep students in class during this time.

Detention will be assigned if a student reaches 4 unexcused tardies per hour per semester.

## **Make-up Policy**

### **Excused absences**

Students who miss class work (including assignments / assessments, labs and exams) as a result of an excused absence will have an opportunity to make up the work. Students will receive credit for any work they make up. Failure to make up work will result in no credit being given for that work. Make-up work is due to the instructor no later than two (2) school days after the most recent date of the absence. For example, if the student is absent on Tuesday and Wednesday, their school work would be due on Friday (2 days) unless an alternative plan has been made with the teachers. The goal of the policy is to encourage the student to get their work completed in a timely manner so they can get back on track with what the rest of the class is currently working on. If the absence covers more than three consecutive days, the makeup work is due to the instructor no later than five (5) school days after the student returns to class. Exceptions to this rule may be granted if a student has missed more than ten (10) consecutive school days because of an injury or illness or other condition beyond the student's control. Exceptions must be cleared by the teacher and/or Principal.

Students who know they will be absent from school must get their assignments from their teachers in advance. The assignment(s) will be due before they leave or upon their return.

### **Unexcused Absences**

Students who miss class work (including class assignments/ assessments, labs and exams) as a result of an unexcused absence will not receive a score of more than 70% on any assignment(s)/assessment (s) or alternative assignments from the day and class in which the unexcused absence occurred.

### **Suspensions**

Students who miss class work (including class assignments / assessments, labs, and exams) as a result of a suspension will be allowed to receive credit for the work they missed while suspended provided that, the student hands in all assignment(s)/assessment(s) which were assigned while suspended upon the first day of returning to school. Failure to hand in all such assignment(s) /assessment(s) will result in the student receiving no credit for such assignment(s) /assessment(s)

## **Truancy/Skipping Class**

A student who is absent from any part of the school day without the knowledge and approval of a parent or the school is considered to be truant. **Parents will be notified.**

**ACGC Jr/Sr High School  
Appeals Form**

NAME: \_\_\_\_\_ Grade: \_\_\_\_\_  
COURSE: \_\_\_\_\_ Date Dropped: \_\_\_\_\_  
Number of Unexcused Absences: \_\_\_\_\_ Number of Unexcused Tardies: \_\_\_\_\_

This form must be completed and returned to the Dean of Students before your appeal hearing can be set. The student will be placed in a Study Hall until the determination of the Appeals Committee.

**Appeals will not be heard unless this form is completed.**

**Student's responsibility:**

- Meet with Dean of Students and Principal
- Answer the following:

In your own words, why do you feel you should not be dropped from this course? Be as specific as possible about the circumstances that prevented you from attending this class. You may add a sheet of paper if the room provided is not enough.

Disposition of Appeals Committee:

\_\_\_\_\_ Student may continue to attend class (the expectations is that you will attend every class).  
\_\_\_\_\_ Appeal Denied

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Parent  
Teacher  
Student File

## Academic Letter Eligibility

### **Policy Statement**

Students must have a GPA of at least a 3.75 at the end of first semester, of the current school year, to receive an academic letter.

### **Letters will be withheld if the:**

1. Student fails a semester class.
2. Student has out-of-school suspension from school.
3. Student is involved in a chemical violation.

### **Awards**

**First Letter** - academics pin

**Subsequent Letters** - gold bars

## Assemblies / Theater

Students attending assemblies or concerts will conduct themselves in a way that will show respect for those speaking or performing and reflect well on themselves and ACGC Jr/Sr High School.

1. Respect the work of the people on stage. These people have worked hard to bring the presentation to you.
  - a. Clap and cheer at appropriate times.
  - b. Enter and exit at scene breaks or between songs.
  - c. Turn off your cell phone.
2. Respect the rest of the audience. They are in the theater to watch the performance – not you.
  - a. Keep your feet on the floor.
  - b. Keep your cap off your head.
  - c. Be silent during a performance.
3. Respect the theater. Our theater is one of the best in the area. Keep it looking like it's new.
  - a. Keep food and beverages out of the theater.
  - b. Keep your feet on the floor not on the seats.
  - c. Use the aisles to move from seat to seat. Stay off the seat backs and cushions.
  - d.** Throw paper products into garbage and don't leave them on the theater floor.

## Athletic Events / Dances

If a student is removed from a dance or athletic event, the student will be required to call his/her parent(s) for a ride home or leave the event for the duration of the event.

## Band Lettering Criteria

One superior rating at MSHSL Solo/Small Ensemble Contest performing a solo on primary instrument **AND** One Superior rating at MSHSL Solo/Small Ensemble Contest performing a solo or in a small ensemble.

**OR** Being awarded **Best in Site** at MSHSL Solo/Small Ensemble Contest

Each subsequent Superior rating at MSHSL Solo/Small Ensemble Contest will be awarded with a pin.

## **Bullying**

The Bullying Policy can be found at the following link:

<http://www.acgc.k12.mn.us/District/Policies/514%20-%20Bullying%20Prohibition%20Policy.pdf>

### **Rules**

1. We will **NOT** BULLY OTHERS.
2. We will help students who are being bullied.
3. We will include students who are left out.
4. When we know someone is being bullied, we will tell an adult at school and an adult at home.

### **In a bully situation: Stay Calm**

Cool down

Assert Yourself

Look them in the eye

Mean what you say

### **Steps to Asserting Yourself:**

- Say what you see
- Say how you feel
- Say what you want/need
- Walk away

### **Cyber Bullying**

“Cyber bullying” is an act of bullying that happens online through emails, social networking and other forms of technology. Just like bullying in person cyber bullying happens over time, gets worse over time and has an imbalance of power from the bully to the victim only this happens through technology. When cyber bullying happens off school grounds but finds its way to school then the school will act as though it originally occurred at school. Warning, detention, suspension and expulsion are possible disciplinary options depending on the severity of the bullying. Parents will become involved because frequently the technology used to send the bullying message is owned by the parents and or kept in the home. It is also possible that law enforcement will be involved depending on the nature and severity of the bullying.

The misuse of technology including but not limited to teasing, intimidating, defaming, threatening or terrorizing by sending or posting email messages, instant messages, text messages, sexting, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

ACGC follows the procedure below to determine if a student(s) actions qualify as a bullying situation.

**Bully Procedures:**

Student Report is Made



Definition: In order to qualify as “bullying” the conduct must: (check those that apply)

- Be student-to-student
- Occur on school grounds
- Consist of “intimidating, threatening abuse, or harming” conduct
- Be “objectively offensive”
- Meet the “imbalance of power” pattern
- Meet the “material disruption” standard



If YES



Are ALL circles checked?



If NO



Fill Out the “Bullying Incident Report”  
Within 3 Days

File Documentation



Investigate



Contact/Notify All Parents



Take action tailored toward improved  
behavior of the bully



File Documentation

## **Bus Transportation**

Bus Policy #707 can be found at the following line:

<http://www.acgc.k12.mn.us/District/Policies/707%20-%20Transportation%20Of%20Public%20School%20Students.pdf>

School bus transportation **is a privilege, not a right**. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop.

The building principal or the principal's designee for school bus/bus stop misconduct will impose consequences. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation/Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

All students are required to carry a note, for the bus driver, from a parent or guardian, if a student wants to be transported to a location other than their original bus route. In the event that a 7-12 student gets on the bus without a note, that student will be instructed by the driver to go to his/her original bus.

### **A. School Bus and Bus Stop rules:**

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the School District's procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

### **B. Rules at the Bus Stop:**

1. Get to your bus stop on time. The school bus driver cannot wait for late students.
2. Respect the property of others while waiting for your bus.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay while waiting for the bus or on the bus.
9. No use of alcohol, tobacco, or drugs while waiting for the bus or on the bus.

### **C. Rules on the bus:**

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 object.
8. No drinking or use of tobacco or drugs.
9. No drug paraphernalia
10. Do not bring any weapon or dangerous objects on the school bus.
11. Do not damage the school bus.

### **D. Consequences:**

#### **1. Consequences**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a

student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

- A. The bus driver will discuss infractions with the student.
- B. When warranted the bus driver will fill out bus conduct reports and submit it to the bus manager.
  - 1st conduct report: The bus manager will deliver a letter to the parent.
  - 2<sup>nd</sup> conduct report: the bus manager will deliver a letter to the parent.
  - 3<sup>rd</sup> conduct report" The bus manager will inform the building principal and a letter will be sent to parents by registered mail of the action to be taken:
  - 4<sup>th</sup> conduct report - suspension from transportation for three school days.
  - 5<sup>th</sup> conduct report - suspension from transportation for three school weeks.
  - 6<sup>th</sup> conduct report - suspension from transportation for remainder of the school year.

## **2. Other discipline**

Based on the severity of the student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

## **3. Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other students discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

## **4. Vandalism/Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

## **5. Notice**

Students will be given a copy of school bus and bus stop rules during school training. Rules are to be posted on each bus and the driver will periodically review both rules and consequences with students.

## **6. Criminal Conduct**

In cases involving criminal conduct (for example, Assault, weapons, possession, or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

## **7. Cell Phones on bus**

Students who are in possession of cell phones must adhere to the Student Handbook, all Board Policies, including Internet/Computer Rules.

Each user is responsible for his/her own cell phone or electronic device and should use it responsibly and appropriately. Dayton's Bus Co. takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices.

### **Unacceptable Uses:**

- Any threat to hurt (We take all threats seriously.)
- Any obscenity (Behavior of a sexual nature that makes someone else uncomfortable.)
- Any pornography (Behavior of a sexual nature that makes someone else uncomfortable.)
- Photo of drivers without their permission.
- Participating in an electronic conversation relating to any of the above.
- Cyberbullying which is repeated cyber harassment.

**Consequences:**

- Mandated reporting to county social services
- Reports to law enforcement
- Removal from the bus

***Parent and Guardian Involvement*****A. Parent/Guardian Responsibilities for Transportation Safety:**

1. Becoming familiar with district rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practice and reasonable discipline efforts.
5. When appropriate assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

**B. Parent and Guardian Notification**

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

## Cell Phones / ipad rules / Electronic Devices

ACGC (Grade 7-12) uses instructional technology as one way of supporting our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that students will also put into practice social and professional etiquette relating to electronic devices.

Students may NOT use their cell phone during instructional time unless otherwise given permission by the teacher. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.

Teachers may use their discretion regarding the returning of a confiscated cell phone/device; depending on the situation and the level of the violation by the student.

Guidelines:

- **First Offense:** The phone is taken away until the end of the day.
- **Second Offense:** The phone must be picked up by a parent or guardian or be contacted regarding the situation.
- **Subsequent Offenses:** Cell phone or electronic device will be kept in the office for an extended time for parent pickup.

Students who are in possession of cell phones must adhere to the Student Handbook, all Board Policies, including Internet/Computer Rules.

Each user is responsible for his/her own cell phone or electronic device and should use it responsibly and appropriately. ACGC takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices.

### **Unacceptable Uses:**

- Any threat to hurt (We take all threats seriously.)
- Any obscenity (Behavior of a sexual nature that makes someone else uncomfortable.)
- Any pornography (Behavior of a sexual nature that makes someone else uncomfortable.)
- Camera/camera phones to take pictures in locker room or during class.
- Photo of staff without their permission.
- Participating in an electronic conversation relating to any of the above.
- Cyberbullying which is repeated cyber harassment.

Bringing a threat, porn, obscenity, sexting or any of the above to school from an indirect location will constitute a disruption of the educational process and become subject to discipline.

### **Consequences:**

- Mandated reporting to county social services
- Reports to law enforcement
- Removal from class
- Suspension
- Exclusion
- Expulsion

**We follow the Pupil Fair Dismissal Act MN Statute 121A.40**

## Change of Address and Telephone Number

Families should report to the high school office immediately any change of address or change in telephone number. This information is needed in case of an emergency, transportation issue, etc.

### Chaperones

There are times when chaperones are needed for field trips. Chaperones must have a yearly background check on file at the school. The cost is \$20.00 Call Alysia Listerud in the District Office at 320-244-4639. The link for applying is: <http://www.acgc.k12.mn.us/Volunteer.aspx>

### Cheating & Plagiarism Policy

High quality writing activities, which contain well-formulated ideas, is a skill on which students build academic success. Cheating and plagiarism impede the assessment process by which teachers judge student work. It gives the instructor a false picture of student work and prevents further instruction in areas of weakness and may present the student from reaching his/her potential.

#### ***What is plagiarism?***

- Taking someone else's work, putting your name on it and turning it in as yours.
- Handing in material written by someone else or even rephrasing ideas of someone else without giving the author's name or source.
- Submitting the work of a friend, parent, tutor, brother or sister as your own.
- Turning in purchased papers as yours.
- Submitting, as your own, papers from the Internet written by someone else.
- Perpetuating plagiarism by giving your work to others whether you believe it will be copied or not.

#### ***What is cheating?***

- Copies, faxes, emails or any type of duplication of assignments submitted as original work.
- Exchanging of student work with other students.
- Using any form of memory aid during tests or quizzes without instructor approval.
- Using a computer to make translations for World Languages classes.
- Giving or receiving answers during tests or quizzes. Each student should be private with a paper so others can't copy.
- Taking credit for group work when you have not contributed equally.
- Using summary materials such as Cliffs notes instead of reading.
- Securing a test or quiz to prepare for the exact questions on that test.

#### ***Alternatives to cheating and plagiarism:***

No student needs to cheat or plagiarize. ACGC Jr./Sr. High offers numerous supports for students to help them succeed on their own merits. At ACGC we encourage students to seek out appropriate means by which to experience success without cheating or plagiarism.

1. Be prepared. Keep a realistic schedule, which balances academics, social and personal components of your life.
2. Communicate with your teachers to ensure that you understand assignments and assessments.
3. During a test sit away from someone with whom you studied since your responses may be similar.
4. Avoid reading someone else's work before you write your own paper. Those ideas may work their way into your paper then you would need to credit that individual.
5. Be organized. Have class notes legible and organized which will save time when studying for a test.
6. Stay current on assignments.
7. If you use ideas from another person be sure to cite that person as a source.
8. Homework help is available two nights a week after school.

#### ***If a student is caught cheating or plagiarizing:***

**1<sup>st</sup> offense:** zero on assignment

- teacher discretion whether assignment is required to be made up with no credit.

**2<sup>nd</sup> offense:** zero on assignment

- project or paper must be redone – no credit.
- 3<sup>rd</sup> offense:** attendance review board will determine with teacher whether or not student will be allowed to remain in class.

### **Choir Lettering Eligibility**

Lettering in choir for students in grades 9-12 will be determined by participation in Solo/Ensemble contest or other singing performances. In order to earn a letter in choir, you must earn a total of 5 performance points. (See below for point values.) Although only students in grades 10-12 will be eligible for lettering, 9<sup>th</sup> graders participating in Solo/Ensemble contest with Excellent or Superior rating will have those performances count towards their total. Public performances outside of class will also be considered, such as: Participation in community or church choir, festival choir experiences, solos in musicals, anthem at sporting events, etc. Performers must furnish a recording for final approval from Mr. Najjar. Each point beyond 5 will be awarded with a bar, with no more than 3 bars awarded total.

3 points = Superior Rating at Solo/Ensemble Contest

2 points = Excellent Rating at Solo/Ensemble Contest

1 points = Solo or small group performance outside of class (With approval from Mr. Najjar)

### **Class Fees**

Class fees are to be used toward class events, Prom, graduation, and family emergencies. **Payable by mid-term.**

**7<sup>th</sup> grade:** \$20. **8<sup>th</sup> grade:** \$20. **9<sup>th</sup> grade:** \$20. **10<sup>th</sup> grade:** \$20. **11<sup>th</sup> grade:** \$20. **12<sup>th</sup> grade:** \$20.

### **Closed Campus Regulations**

ACGC Junior/Senior High School operates under the system of a closed campus. Upon arriving at school each day, all students are to remain in the school building or on school grounds until the school day ends. Students may not be in personal cars or the parking area during the school day **without prior approval from the office.**

### **Computer Lab Guidelines/Rules**

Think of the computer lab as a media center. It should be used for research and study not games and visiting.

- NO games
- NO Social networking
- LABS ARE USED FOR RESEARCH / CLASS PROJECTS
- NO printing personal items

Computers need to be free from inappropriate materials and illegal music. Not only are these unnecessary in school, they slow operations for important computer functions. **You will get one warning, then removal from the computer lab.**

## Computer / Internet Rules

### STUDENTS MAY NOT BE ABLE TO USE THE INTERNET WITHOUT THE PRESENCE OF AN ADULT

Students of the ACGC Public Schools have access to the district computer network for the Internet.

Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further education goals and objectives students may find ways to access other materials as well. We believe that the benefit to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards.

Data storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on Cloud Solutions will always be private.

In accordance with Board Policy, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as the exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

To keep ACGC students safe while on-line they may not:

- Create, send or display offensive messages or pictures.
- Use obscene language.
- Harass, insult or attack others.
- Damage computers, computer systems or computer networks.
- Violate copyright laws.
- Using another's password.
- Trespass in another's folders, work or files
- Intentionally waste limited resources, i.e. paper, ink, etc.
- Use the network for commercial purposes.
- Any use of the network to infringe on the rights of others.
- No porn

Violations may result in a loss of access as well as other disciplinary or legal action.

---

\_\_\_\_\_ Student Name (please print)

After reading the information, I have decided that the student listed above **should not** be given access to the internet in the ACGC School system. Students will still have access to computers but will not be allowed to access online materials.

---

Parent/Guardian

Date

Please Mail to: **Josh Halvorson**

**Technology Coordinator  
ACGC School District 2396  
27250 MN State Hwy 4  
Grove City, MN 56243-500**

## **Credit Recovery**

Credit Recovery for students in grades 9-12 is an on-line course supervised by a licensed ACGC teacher for students to make up or “recover” from a failed semester course.

Credit Recovery for grades 7-8 will be during summer hours for students to “recover” from a failed semester course.

## **Crisis Management**

In the event of a crisis situation the school principal or designee will direct the actions of the teacher who will in turn inform students to appropriate safety procedures. Generally there are two types of action to a crisis situation.

1. Lockdown in which students stay in the room or stay in the building until directed otherwise to move.
2. Evacuating the building to the parking lot, football bleachers, and if necessary, Grove City gymnasium.

It is required to hold ten emergency drill procedures during the 2018/2019 school year.

- 5 fire
- 3 lockdown
- 1 evacuation
- 1 tornado

## **Detention – Grades 7-12**

### **Wednesday Detention 3:30-5:30:**

- Tardies (4 tardies per hour/semester = detention)
- Minor offenses
- Bullying

### **Monday Detention 9:00 – 12:00:**

- Major Offenses
- Repeat of minor offenses
- Repeated bullying

## **Discipline**

The Discipline policy can be found at the following link:

<http://www.acgc.k12.mn.us/District/Policies/506%20-%20Student%20Discipline.pdf>

### **Disciplinary Action**

#### ***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. The reason for removal is generally for unacceptable behavior as defined by the rules of conduct in the school discipline policy. Students removed from class shall not exceed five class periods. Students shall be removed from class only upon agreement of the teacher and administration after an informal administrative conference with the pupil. The decision as to remove a student shall be made by the administration. 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. 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. \*See ACGC Jr/Sr High School Appeals form located in the handbook.

***In-School suspension:***

*Students serving In-school suspension will not be allowed personal electronic devices and will be provided a Chromebook by the school.*

***Suspension from School***

Suspension is the short-term exclusion of the student from school. Suspension, exclusion, and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act of 2005 as amended.

The school administration may summarily suspend students from school for one to ten days. Whether the suspension is in detention or out-of-school shall be at the discretion of the administration.

Students assigned to detention will remain in a supervised study room for the duration of the assigned time. Students will be required to complete all assigned course work presented to them and honor the rules of the detention room. Students assigned to detention will be ineligible to participate in extra-curricular activities on the day their detention is served.

**Students in OSS or detention may not participate in practice or contest on the days they are suspended.**

The administration may impose or recommend longer suspensions, expulsions, or any other discipline as appropriate on a case-by-case basis.

***Suspension - Expulsion***

In the event it becomes necessary to suspend, exclude or expel a student, the procedures will be governed by MSA 127.26-127.40 (Minnesota Pupil Fair Dismissal Act). Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- \*Willful violation of any reasonable school board regulations.
- \*Willful conduct, which materially and substantially disrupts the rights of others to an education.
- \*Willful conduct, which endangers the student, other students, or school property.

Students may be summarily suspended from school for one day by the Principal or Dean of Students. Students may be suspended for two to five days by the Principal or Dean of Students. The Principal or Dean of Students may suspend student for 10 days when warranted. Whether suspension shall be served in school or out of school shall be at the discretion of the administration.

The school board upon recommendation by the Principal may impose expulsions. Expulsions may be for the remainder of the school year or less, and may occur after the School Board has held a hearing in accordance with the law. In all cases involving suspension for more than one day, parents or guardians will be notified in accordance with the Minnesota Fair Pupil Dismissal Act of 1974.

If suspension occurs during the last few days of school, it shall carry into the next school year for sophomores and juniors. For seniors, the duration of the suspension shall be completed before a diploma is issued. If there are any school activities during the suspension period, including commencement, the student will not be permitted to participate.

The Principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis.

## Dress Code

Requirement for student dress include:

1. All shirts must cover midriff, back, sides, and all undergarments.
2. Shorts (inseam of at least 5 inches), skirts (length of 13" hip to hem), skorts, and dresses are allowed.
3. All pants or shorts must totally cover undergarments, including boxer shorts, thong underwear.
4. All clothing, jewelry or tattoos shall be free of the following: profanity; violent images, wording or suggestions; sexually suggestive phrases or images; gang-related symbols; alcohol, tobacco, drugs or advertisements for such products.
5. Safe and appropriate footwear must be worn at all times in the building.
6. Hats, caps, hoods may NOT be worn in the building unless it is a school sponsored cap day.

In general, student dress should not cause an educational disruption.

### ***Dress Policy for Physical Education***

Full credit is given when a student changes clothes and participates in the class activity. Points are taken away for not changing clothes.

## Drugs / Mood Altering Chemicals

The possession and/or use of tobacco, alcohol, unauthorized drugs, drug paraphernalia or narcotics on school property, within the vicinity, or while engaged in a school activity. Students holding a cigarette/e-cig/pipe will be presumed to be smoking. Law enforcement **will be notified**.

- First Offense - Two days of in-school suspension.
- Second Offense - Four days of in-school suspension.

ACGC Jr/Sr High School will not condone the use of tobacco, alcohol, or other mood altering chemicals. Students who violate the rules will:

1. Be suspended from school activities in accordance with present school board policy, which states that a student shall be ineligible to participate in any school activity or represent ACGC Jr/Sr High School in any capacity for a period of two weeks.
2. Be suspended from participating in school activities for the appropriate number of contests/weeks as required by the Minnesota State High School League.

In addition to being suspended from school activities, students will be suspended from school if the violation for use or possession of mood-altering chemicals occurred:

1. On or near school property before, after or during the school day
2. Off the school property during which time the subject was under supervision of ACGC Jr/Sr High School
3. Off the school property at any school-sponsored activity

Sports and Fine Arts Activities: The rules and guidelines of the MSHSL will be followed.

## Eligibility

**Activities:** Athletics, Speech, One Act, Small/Large Group Band/Choir sanctioned by MSHSL as determined by most recent failure/incomplete list.

- **Athletics** - 2 weeks/2 events, whichever is greater.
- **Fine Arts** – 1 event
- **FFA** – need to be passing at the time of the event as determined by most recent failure / incomplete list.

**If the school has been notified by law enforcement agencies that a student has had a legal violation the student involved will be ineligible for one year from the date of the incident** to represent the school in Homecoming as king or queen candidate, emcee, class attendant, or as class speaker for commencement.

## Family Educational Rights and Privacy Act (FERPA)

### Model Notice for Directory Information

Family Education Rights and Privacy Act 20 UCS 1232g5 (FERPA) provides that education records of personally identifiable information from education records may be disclosed to third parties with written consent of parents, guardians or the student.

This act permits schools to release “directory information” on a student without parent’s prior consent.

If you do not want ACGC Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by **September 15<sup>th</sup> of the current school year.** ACGC Public Schools has designated the following information as directory information:

- |                          |                                      |
|--------------------------|--------------------------------------|
| *Student’s name          | *Participation in officially         |
| *Address                 | recognized activities and sports     |
| *Telephone listing       | *Weight and height of members of     |
| *Electronic mail address | athletic teams                       |
| *Photograph              | *Degrees, honors, and awards         |
| *Date and place of birth | received                             |
| *Major field of study    | *the most recent educational         |
| *Dates of attendance     | agency or institution attended       |
| *Grade level             | * “YouTube” Productions              |
| * Enrollment Status      | * Name, phone and address of parents |

Please reference ACGC Policy 515 using the following link:

<http://www.acgc.k12.mn.us/District/Policies/515%20-%20Protection%20And%20Privacy%20Of%20Pupil%20Records.pdf>

## Fire Drills

In case of fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. There will be an evacuation plan posted in each classroom. Each teacher will instruct you regarding specific procedures. Any tampering with a fire alarm or use of smoke bombs will result in:

1. The student being charged by the police
2. The Fire Department becoming involved and a fine will be imposed. The fine will depend on the costs billed to the district for fire calls (\$150 - \$250).
3. The student will be suspended from school for a period not to exceed ten days.

## Grading

Challenges to a grade may be made up to two (2) weeks past the posting of a grade.  
Transfer students do not gain weighted courses by coming to ACGC from a non-weighted system.

### Math Department Uniform Grading Policy

#### **Grading Scale:**

Minimum Percentage to Achieve Grade

93 - A	80 - B-	67 - D+
90 - A-	77 - C+	63 - D
87 - B+	73 - C	60 - D-
83 - B	70 - C-	

**Weight of Grade:** (percentage needs to sum to 100%)

**Practice** – Must be between 0% and 10% of the total grade.

**Quizzes** – Must be between 25% and 40% of the total grade.

**Unit Assessments** – Must be between 50% and 75% of the total grade.

#### **Practice**

Should be brief, differentiated, and should only be given after lessons where there is an opportunity to receive teacher assistance.

#### **Reassessment Policy**

**Retakes** – Retakes are allowed for all quizzes and unit assessments. Intervention with student prior to retake is recommended.

**Corrections** – Can be used to substitute a retake. Corrections are allowed for mistakes or unanswered questions on quizzes and unit assessments for half credit back.

#### **Extra Credit**

Because of our reassessment policy, there is no extra credit awarded.

#### **Notes**

For unit assessments, only allow the MCA formula sheet to be used. This can be found online. For quizzes and practice, teacher discretion is advised.

### Graduation Ceremony Participation

To participate in the ACGC graduation ceremony a senior must have completed forty-eight (48) semester credits from grades 9-12 to participate. A certified letter from our guidance counselor will be sent to parents ten (10) days prior to graduation to notify them of their child's nonparticipation in the graduation ceremony due to lack of credits. In the event a senior fails as a result of their final exams, the parents will be notified by telephone. All projects and assignments are due from seniors according to the due dates given by the teacher and extensions will not be allowed.

Total credits needed are 48 semesters in which each semester of class counts as one semester of credit. You need to have passed the Minnesota Basic Standards Tests of Written Composition, Math and Reading. You also need to complete standards in 10 areas of learning, which are embedded into the coursework.

Required:	8 semesters of English	8 semesters of Social Studies
	6 semesters of Math	6 semesters of Science
	1 semester of Phy Ed	1 semester of Health
	2 semesters of Fine Arts	1 semester of Careers
	1 semester of Personal Finance	14 semesters of electives

## **Harassment and Violence**

The Harassment and Violence policy and form can be found at the following links:

<http://www.acgc.k12.mn.us/District/Policies/413%20-%20Harassment%20And%20Violence.pdf>

<http://www.acgc.k12.mn.us/District/Policies/413%20Form%20-%20Harassment%20and%20Violence%20Report%20Form.pdf>

## **Hazing**

“Hazing” means committing an act against a student, or coercing a student into committing an act, that created a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

## **Homeless**

The McKinney-Vento Homeless Assistance Act (as reauthorized by Title X, Part C of the No Child Left Behind Act) defines homeless as follows:

The term “homeless children and youths”

- a. Means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1) ); and (B) includes—
  - i. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a) (2) (C) );
  - iii. Children and youths who are living in cars, parks and public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)

You may meet confidentially with our liaison, Misty Langseth.

## **Homework**

At ACGC we believe that student achievement happens when teachers, students and families work together to support meaningful preparation and practice so students have every opportunity for achievement.

## **Honor Cord - Seniors**

Single honor cord status will be determined by a cumulative 3.5 – 3.99 GPA at completion of 1<sup>st</sup> semester of senior year.

Double honor cord (1 purple, 1 gold) is determined by a cumulative 4.0 GPA or above.

Valedictorian and Salutatorian are determined after final grades are submitted.

## Honor Roll

Straight A – GPA of 4.0      A – GPA 3.99 - 3.667      B – GPA of 3.666 - 3.0  
Students enrolled with 50% or greater of Pass / Fail courses do not qualify for honor roll.

## Immunizations

### **All students are expected to be in compliance.**

According to Minnesota's School Immunization Law students in 7th through 12<sup>th</sup> grade must have at least 3 DTP/Td vaccines and a Td shot at age 11 or older; at least 3 Polio; 2 MMR and all 7th graders must have the Hepatitis B series, 2 Varicella shots or physician documentation of the disease. All students are expected to be in compliance on the first day of school with the immunizations or have a legal exemption on file with the school. **Check with your physician for updates.**

## ITV

- Must have good attendance record.
- Clean discipline record.
- On track to graduate with class.
- Self-starter – independent learner

### Lice – CDC Recommendation <http://www.cdc.gov/parasites/lice/head/school.html>

Students diagnosed with live head lice do not need to be sent home early from school. They can go home at the end of the day, be treated and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that “no-nit” policies should be discontinued. “no-nit” policies that require a child to be free of nits before they can return to school should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as “casings”.
- Nits are cemented to the hair shafts and area very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweigh the risks associated with head lice.
- Misdiagnosis of nits is very common during nit check conducted by nonmedical personnel.

## Lockers

Personal lockers are provided for student convenience and not intended for safekeeping of valuables. **The school accepts NO responsibility for articles lost or stolen from lockers.** For this reason, we recommend that valuables be left at home. No switching of lockers is allowed without permission from the Principal. The principal, or principal designee has the right to search lockers. Damage to any lockers will result in student fines to cover the cost of repairs. **Stickers or any adhesives of any kind are not to be placed on lockers.**

## Locker Policy

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students.

School authorities for any reasons may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. A student's personal possessions 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 practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

## Lunch Program

The breakfast and hot lunch program is open to all students. A la carte is available to students in grades 7-12 on a cash basis. Meal account numbers are issued to each student and are entered into the computer when going through the lunch line. Deposits to your meal account are to be made before school in Student Services. Do not pay cash for lunch accounts in the lunch line. **Payments may be made in the district office before school. The school will not hold checks for lunch accounts to be deposited at a later date.**

All meals must be eaten in the commons. No pop is allowed in the commons area during lunch.

Students throwing food or other objects in the commons area during breakfast or lunch will be removed from that area for five days and/or asked to clean tables in the commons.

## ***Cafeteria***

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable rate. The lunchroom supervisors and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in waste receptacles.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around the table in a clean condition for others.
4. No food may be taken from the cafeteria.
5. Food (other than sack lunches) should not be brought into the building.
6. No pop may be brought into the lunchroom during lunch.

When recycling is available we promote full participation by students.

## Procedures for notifying a family of Meal Account Status

- A. Students will be notified in line each day that their account is getting low.
- B. Account status is available with Parent Access through the District's website, [www.acgcfalcons.org](http://www.acgcfalcons.org)
- C. If the household account is less than adequate to pay for breakfast and/or lunch, the food service clerks will call the family. If the household cannot be reached, a letter will be sent home.

## **Unpaid Meal Charges**

The ACGC District policy on unpaid meal charges can be found at the following link:  
<http://www.acgc.k12.mn.us/District/Policies/534%20-%20Unpaid%20Meal%20Charges.pdf>

## **Second Chance Breakfast**

To keep students alert and ready to learn we are offering a “Second Chance Breakfast” after first and second hour. This will be served during the 3-minute class switching time-students should get in line quickly and get right to class and dispose of garbage appropriately. Students can enter their meal account number and will be charged a price of \$1.50. This is for students in grades 7-12. Students are allowed one breakfast.

## **Second Entrée**

Students in grades 9-12 will now be offered a second entrée and will be charged a price of \$1.50.

## **Mandated Reporting**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

The ACGC District policy can be found at the following link:  
<http://www.acgc.k12.mn.us/District/Policies/414%20-%20Mandatory%20Reporting%20Of%20Child%20Neglect%20Or%20Physical%20Sexual%20Abuse.pdf>

## **Media Center**

The Media Center at ACGC 5-12 School combines print and electronic resources to support and to enrich our curriculum. Students are encouraged to research and to prepare class assignments at the Media Center. The collection also includes fiction titles, magazines and newspapers for leisure reading.

Our Fiction Section is divided into 3 categories. Students in grades 10-12 have priority check out of books from the section Fiction C.

Students may take advantage of technologies in the Library / Media center including internet access and cable television access. The ACGC media collection is easily accessible to students through DESTINY our online electronic catalog, located on our school web site.

Students are responsible for material checked out of the library. If an item is lost, a replacement charge will apply. A charge will also be assessed for damaged materials.

The Library / Media Center shall maintain a quiet yet stimulating atmosphere to accommodate the needs of the school population. Students who wish to use the media center during the school day must have a pass signed by their classroom teacher. The Media Specialist and Media Clerk are available to help students locate needed information and resources. Respect and consideration for others using the library are necessary at all times.

## **Media Release**

School activities or student accomplishments are sometimes shared or published. If you do not want your child’s name/photo to appear in the media (TV, newspaper, video or ACGC website), please contact the 5-12 school office at 320-244-4730.

## **National Honor Society**

Students do not apply for membership in the NHS; instead they provide information to be used by a Faculty Council selection committee (selected by the Principal) to support their candidacy for membership. While a GPA of 3.5 or higher is necessary to have and maintain membership, NHS is more than just an honor roll. Members are selected based on qualities of scholarship, leadership, character and service.

Upon completion of first semester, any students in grades 10-12 who desire to be recognized publically for their accomplishments and privately for their commitment to continued excellence should consider membership in NHS. Those interested should complete the student activity information form that can be found on the ACGC website on the "activities tab". The form should be completed, printed, signed and turned in to the NHS Advisor by the specified deadline.

## **Online Education**

ACGC supports online education as a viable methodology for the delivery of direct instruction. Online education should provide an opportunity for students to accelerate curriculum, to complete curriculum, and to provide learning opportunities in areas not available to the student due to scheduling or uniqueness of offering.

Considerations for online education may include:

1. The course is not offered at the high school;
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict;
3. The course will serve as a supplement to extend instruction to those students who would be unable to attend classroom instruction;
4. The student has been expelled from the regular school setting, but educational services are to be continued; or
5. In unique situations where there is consensus among student, teacher, and administrative staff that, due to the specific needs of the student, whether it is to accelerate and reinforce learning or for advanced learning opportunities, the student would require an additional service.
6. Students taking such courses must be enrolled in the district and take the courses during the regular school day at the school site.

Recommendations for taking online courses may come from the student, the teacher, or the parent. The school principal, in consultation with staff, shall make the final determination as to the acceptability of the course and, **upon approval, shall fund the course from the school budget.** Consideration by the principal and school staff should include the educational workload of the student, the eligibility of the student to take such a course, equitable access, and prerequisites.

## **Online Payments**

PaySchools online payment processing System can be accessed through the ACGC web site. Parents/guardians may pay for school-related fees and products online, either by e-check or MasterCard, Visa or Discover cards. The following items may be paid for online at this time: Lunch accounts, sports/activity fees, class dues, class fees, milk break, driver's education, school age child care, school readiness/preschool tuition and donations to the school.

For more information contact the district office at 320-244-4700

## **Passes (In school)**

In-school passes are required whenever a student leaves the classroom or study hall to which he/she is assigned to go to another part of the building. The teacher or supervisor in charge of the room the student is leaving issues the passes. Students may not leave the building to go to their car during the day without permission from the Dean of Students or Principal.

## **Peanut Safe School**

We are a peanut safe school.

- Be aware to NOT bring peanuts or nuts to your classmates
- Be safe after exposure to peanuts

### **Tips for Peanut Safe Environment:**

- Be Aware – read labels, look for “may contain nuts” or “produced on shared equipment with nuts”
- Be safe – after exposure to peanuts wash hands and table/desk tops with soap and water (not dish soap or alcohol-based hand sanitizers – these will not remove the peanut protein)
- Be trained – know the signs of anaphylactic reaction and how to use an Epi pen

## **Permits to Leave**

If a student must leave school during the school day, the following procedures must be followed:

1. Students may not leave the building to go to their car during the day.
2. The student’s parents must contact the school office personnel of the time and reason for the student to be released from school, the student must sign out in the office.
3. Upon the arrival of such a request, the student will be issued a pass stating the time to be excused. This is to be presented to the teacher in the class period affected. ALL STUDENTS MUST HAVE a permit to leave the building prior to leaving the school grounds. If a student leaves the building without a blue slip, absent unexcused will be recorded. Students who leave school without the appropriate notification will be considered truant/absent unexcused.
4. When the student returns to school, the student must sign in at the school office.

## **Pesticide Application Notice**

If a parent or student would like to see a copy of our pesticide application schedule, please give notice in writing to the building principal. The information will be given to you.

## **Post-Secondary Enrollment Options Act**

All public school 11th and 12th grade students are eligible to participate in this program. The purpose of the program is to promote programs, rigorous educational pursuits, and provide a wider variety of options to high school students by enabling 11th and 12th graders to enroll full time or part time, without cost to them, in a non-sectarian course or program in eligible Minnesota post-secondary institutions. Please call the high school if you have any questions about these options. PSEO students may use an ACGC Chromebook.

## **Prom**

The following are the policies set for Prom:

1. Minimum age of guests - 10th grade. Maximum age of guest - 20 years old.
2. Students must ride to and from prom with transportation provided by the Prom Committee.
3. Students/Parents need to submit addresses and phone numbers of where parents can be reached during prom, in case of an emergency.
4. Students must be in “good standing” to attend Prom. The term “good standing” shall mean that the student is eligible under the conditions and requirements of ACGC. A student not in good standing will be determined by the Principal / Superintendent acting on the authority of the local board of education.

## **Report Cards / Mid-Term Reports**

Report cards are generated quarterly for grades 5-6. Report cards are generated by semester for grades 7-12. Mid-term report cards are generated at mid-semester with the purpose of notifying the parent/guardian of failing or borderline grades prior to the end of the grading period.

## **Religious, Racial and Sexual Harassment**

ACGC Jr/Sr High School has adopted a Religious, Racial and Sexual Harassment/Violence policy in order to maintain a learning environment free from harassment or violence of any kind in accordance with state law.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or sexual orientation:

1. Name calling, jokes, or rumors
2. Graffiti, notes, or cartoons
3. Unwelcome touching of a person or person's clothing
4. Offensive or graphic posters or book covers
5. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel fearful
6. Retaliation for reporting harassment is in itself harassment.

Any person who believes he or she has been the victim of harassment or violence by a student or an employee of the school district should report the alleged acts immediately to a teacher, counselor, principal or the human rights officer. Appropriate action will be taken on your behalf and your right to privacy will be respected as much as possible.

What is Sexual harassment?

Sexual harassment is conduct that:

1. Is sexual in nature;
2. Is unwelcome; and
3. Denies or limits a student's ability to participate in or benefit from a school's education program.

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

The conduct can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as a school-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical.

The judgement and common sense of teachers and school administrators are very important elements in determining whether sexual harassment has occurred and in determining an appropriate response, especially when dealing with young children.

What are some examples of sexual conduct?

Examples of sexual conduct include:

1. Making sexual propositions or pressuring students for sexual favors;
2. Touching of a sexual nature;
3. Writing graffiti of a sexual nature;
4. Displaying or distributing sexually explicit drawings, pictures, or written materials;
5. Performing sexual gestures or touching oneself sexually in front of others;
6. Telling sexual or dirty jokes;
7. Spreading sexual rumors or rating other students as to sexual activity or performance; or
8. Circulating or showing e-mails or Web sites of a sexual nature.

## Schedule Changes and Withdrawals

Student schedules will be completed prior to the beginning of school. Parents and students will receive copies of student schedules. Schedule changes may be made at the beginning of a semester in the case where the student and parent can demonstrate extreme circumstances.

Withdrawal from a course after three (3) days of class will result in NO CREDIT for the semester. **Parent approval is required.**

### Scholarships- List of (subject to change)

Louis A. Roberg Scholarship	Beack-Thompson / American Legion Scholarship
Norgaard Educational Trust Scholarship	Bruce Palm Memorial Scholarship
Meeker Cooperative Electric Trust Scholarship	Bushmills Scholarship
Harvest Bank (Good Student) Scholarship	Bruce Palm Memorial Scholarship
Harvest Bank (Ag) Scholarship	Education Fund Samsted-Jensen Legion Scholarship
Home State Bank (Ag) Scholarship	First State Bank of Grove City Scholarship
Home State Bank (Top Student) Scholarship	Grove City Alumni Scholarship
ACGC Alumni Scholarship	Grove City Lions Scholarship
ACGC Faculty Scholarship	Harold Bjur Scholarship
ACGC Youth Wrestling Scholarship	Helen & Ruth Peterson Scholarship
ACGC NHS Scholarship	Shonta Peterson Memorial Scholarship
Atwater Area Lions Scholarship	Lake Lillian Civic & Commerce Association Scholarship
Adams Family Scholarship	Marv Otto Scholarship
Nick Lilleberg Memorial Scholarship	Zachary Junkermeier Memorial Scholarship

The School Counselor will meet with seniors each year to help prepare for scholarships. The following will be covered:

- a. How to write a stellar scholarship application.
- b. When to start preparing for scholarships applications (This is shared with students starting in 9<sup>th</sup> grade.)
- c. College, work, military applications
- d. Preparing well in high school by attending school, completion of work, respect for yourself, school staff and fellow students.
- e. The importance of taking classes toward areas of interest or exploration.

### School Closing

**Please check the school website: [www.acgcfalcons.org](http://www.acgcfalcons.org)** (This is the best source for ACGC info!)

In the event inclement weather forces the closing of school, the announcements will be made over WCCO, Q102 Operation Snow Desk and KDUZ radio stations and WCCO, KSTP, and KARE TV stations.

## **Special Education**

School District #2396 provides Special Services for students with disabilities. The following procedure for special services referrals is followed as policy.

1. Any teacher may refer a child to special services. When making the referral, the teacher or parents will use the special forms available from the special education department.
2. The building principal and/or the Child Study Coordinator will determine the disposition of each referral.
3. A group of staff members which includes special education teacher(s), an administrator, the child's regular education teacher, and the referring teacher will meet to review each child referred for special services. The needs of each child will be reviewed and consideration given to how those needs can best be met. (SAT team)
4. At this review, appropriate testing, staff and parent involvement, assignment of responsibilities and a time line for follow-up activities will be discussed.

Parent permission must be obtained prior to assessment. Students who do not qualify for Special Services but have a disability, which hinders their educational process, may qualify for help under Section 504 of the Rehabilitation Act of 1973.

### **Statewide Testing – Parent/Guardian Refusal form**

The Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing can be found at the following link:

[http://education.state.mn.us/mdeprod/idcplg?IdcService=GET\\_FILE&dDocName=mde059688&RevisionSelectonMethod=latestReleased&Rendition=primary](http://education.state.mn.us/mdeprod/idcplg?IdcService=GET_FILE&dDocName=mde059688&RevisionSelectonMethod=latestReleased&Rendition=primary)

## **Student Driving and Parking**

Students may drive personal vehicles only in the mornings to school and home from the school at the end of the day. No students are allowed to be in vehicles during the noon hour or at any other time during the school day without a pass to leave the building. Students must park in the south parking lot as marked. Violations of parking regulations (including students parking in areas marked for staff) will result in parking privileges being revoked for 10 days on the first offense and the remainder of the school year for the second offense. Enter the building through the south entrance. Students may exit only through the west doors and the south main entrances.

### ***STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES***

It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's education experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel.

"Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes", alcoholic beverages, controlled substances and "look-alikes", overdue books and other materials belonging to the school district, and stolen property.

"Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

"Reasonable scope" means that the scope and/or intrusiveness of the search is reasonable related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction

of evident), and age of the student.

“School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

### ***STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS***

Students generally are not permitted to use motor vehicles during the school day in any school district location.

Students may use motor vehicles on the high school campus during the school day only if there is an emergency and permission has been granted to the student by the Building Administrator to use a motor vehicle.

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only.

Students will not park vehicles in driveways, on private property, or in other designated areas, e.g. parking lots designated for use only by staff or by the general public.

### ***SNOWMOBILES PARK IN DESIGNATED PARKING AREA.***

### ***PATROLS, INSPECTIONS AND SEARCHES***

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

1. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

2. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student’s control or its compartments upon the request of a school official.

3. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.

4. Seizure of Contraband

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

5. Parking Lot Sign

The following sign is located in the parking lot: “Drug/Violence Free School Zone, High Profile Enforcement Area. Violations in the area will be aggressively prosecuted.”

### **Student Sex Nondiscrimination**

The Student Sex Nondiscrimination policy and form can be found at the following Links:

<http://www.acgc.k12.mn.us/District/Policies/522%20-%20Student%20Sex%20Nondiscrimination.pdf>

<http://www.acgc.k12.mn.us/District/Policies/522%20-%20Form%20-%20Student%20Sex%20Nondiscrimination.pdf>

## Student Activities

ACGC JSHS offers the following student activities:

Band	Girls Golf
Baseball	Girls Track
Boys Basketball	Knowledge Bowl
Boys Golf	Math League
Boys Track	National Honor Society
Cheerleading	One Act Play
Choir	Softball
Dance Team	Speech
Drama	Student Council
FFA	Volleyball
Football	Wrestling
Girls Basketball	Yearbook

### Extra Activities Policy

A student must be in school a minimum of ½ day in order to participate in extra-curricular activities. One half-day means periods 1-4 or 4-7. Any student who develops a pattern of tardiness or absenteeism following or preceding extra-curricular activities will be warned once followed by a one-week event suspension for the second violation and a season suspension for the 3rd violation. **Senior high (9-12) activity fee is \$100 per activity. Junior high (7 and 8) activity fee is \$60 per activity. There is a Family cap of \$300.** Students must pay their activity fee prior to the first scrimmage or contest in any given sport or activity. **One time per year Fine Arts Activity fee covers:** Fall Play, Speech, One Act.

- ❖ Activities requiring a fee to participate: FFA, One-Act Play, School Play (stage appearance only), Wrestling, Basketball, Volleyball, Football, Softball, Track, Golf, Baseball, Dance, Cheerleading, Speech
- ❖ Activities requiring no fee to participate: Student Council, Yearbook, Math League, Knowledge Bowl and National Honor Society.

**All school activities** governed by MSHSL shall abide by the same eligibility policy.

### After School Activity Bus (practices)

ACGC will provide an activity bus free of charge to transport students' home after practice. The activity bus will have pick up and drop off points in each of the three communities.

### Activity Bus Change to Away Events

**All activity trips will travel to and from events using the shortest of most efficient route.** All students riding the bus home from an event will be required to return to the place the trip originated. If the bus travels through Atwater, Cosmos or Grove City on the way to the event, prior arrangements must be made with the coach to let the student off on the way back. No extra miles will be traveled to return a student to their hometown.

## **Student Council**

The Student Council was organized to serve as a connecting link between the student body, the faculty and the administration. The Student Council is a school organization designed to serve the students by planning special activities, organizing student events, and acting as an intermediary between the faculty and students.

### **Textbooks:**

Students will be charged an original purchase price on damaged textbooks if the textbook is 3 years or newer. After that the fee will be \$10.00 per textbook.

### **Transcripts**

- If you need a transcript, please give advance notice to the High School office.
- \$5.00 will be charged for transcript requests three (3) months after graduation.

### **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, are unacceptable behavior.

School Disruptions: Any student who disturbs or interrupts the peace and good order of the school, school-sponsored activities whether on or off school campus, will be subject to disciplinary action.

### **Trespassing**

It is a gross misdemeanor to be in a school building unless you are an enrolled student or the parents of an enrolled student, have reported to the school office, or have permission to be in the building, or are attending an event that is open to the public or to which one is invited.

### **Vandalism-Destruction of Property**

Students who destroy or vandalize school property, along with their parents, shall be responsible for the full monetary cost of the repair or replacement of school property. This includes all school building fixtures, books, and equipment. If you see vandalism happen - notify an adult immediately with information including location, other witnesses, and time of incident.

### **Visitors**

All visitors to ACGC Jr/Sr High School must check in at the school office. Visitors will not be permitted to loiter in the building. Students are not permitted to have visitors during the school day.

In order to protect our students from potential risks visitors will be asked to buzz into the building, identify themselves and possibly show identification.

## Weapons

Minnesota Statute 471.634 authorizes schools to adopt policies regulating firearms. The statute provides that policies can be adopted “when school boards or school administrators are regulating school grounds, school facilities, school transportation services, school programs or the conduct of students at any activities conducted under the director or indirect supervision or control of the school board or administration.” The policy should include a provision that prohibits possession of a firearm regardless of whether the individual has a permit to carry a firearm. The statute always authorizes the principal to make an exception to the firearm prohibition.

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property.

Possession of a weapon will result in (1) confiscation of the weapon; (2) an initial out-school suspension of up to ten (10) days; (3) contact with the police department and (4) a recommendation to the Superintendent that the student be expelled. “Possession” refers to having a weapon on one’s person or in any area subject to one’s control on school property or at a school activity. “Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples are: guns, (including pellet guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), num chucks, throwing stars, explosives, stun guns, and ammunition. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the Principal’s office shall not be considered in possession of a weapon.

You should also know that possession on school property includes on a school bus, in a school property, or any property leased by a school and whether the school is public or private. Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

Any student who is determined to have brought a weapon to school or onto any school district grounds will be expelled for a period of not less than one year. The Superintendent on a case-by-case basis may modify this policy.

For purposes of the Gun Free School Policy, the term “weapon” has the meaning defined in 18 U.S.C. SS 921 and includes: “(A) any weapon (including a starter pistol) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device as defined in 18 U.S.C. SS 3351.

The District Weapons Policy can be found at the following link:

<http://www.acgc.k12.mn.us/District/Policies/501%20-%20School%20Weapons%20Policy.pdf>

### ***FIREARMS***

Requires school boards to expel for one-year students who bring firearms to school. The law allows, however, that expulsion may be modified on a case-by-case basis. If the pupil withdraws or transfers after expulsion proceedings are started or if a student is expelled, the school may disclose this to another school district in connection with the possible admission of the student to school. School board also must have a policy requiring that pupils who have brought firearms to schools be referred to criminal justice or juvenile justice authorities.

## **Congratulations to the ACGC Class Officers 2018-2019**

### **Seniors:**

President - Daniel Williamson  
Vice President - Ryan Peterson  
Treasurer - Hailey Messenbrink  
Secretary - Taylor Bolton

### **Sophomores:**

President - Hayden Straumann  
Vice President - Rae Kaddatz  
Treasurer - Malcolm Ludwig  
Secretary - Hannah Morrison

### **Juniors:**

President - Hattie Kragenbring  
Vice President - Jeana Denton  
Treasurer - Nicole Whitcomb  
Secretary - Ellie Grimsgard

### **Freshmen:**

President - Abbie Kragenbring  
Vice President - Austin McClain  
Treasurer - Zach Bagley  
Secretary - Jillien Lilleberg

## **Student Council Representatives**

President: Ryan Peterson

12th Grade - Jayden Friauf, Hailey Messenbrink, Jordyn Mortensen, Daniel Williamson

11th Grade - Hattie Kragenbring, Jeana Denton, Shayna Hobson, Brady Kruse

10th Grade - Rae Kaddatz, Levi Lilleberg, AJ Slinden, Luke Trebil

9th Grade - Jillien Lilleberg, Ryan Busskohl, Abbie Kragenbring, Laela Werner

8th Grade - Carson Borchert, Kylie Anderson, Sam Gruis, Kaiden Holtz

7th Grade - Mikaili Johnson, Grace Kaehler, Parker Peterson, Carson Wendorff

## **ACGC NHS Officers 2018-2019**

President - Ryan Peterson

Vice President - Brittney Schultz

Secretary - Alexis Schmidt

Co-Historians - Teri Evenson, Daniel Williamson

**ACGC SCHOOL DISTRICT # 2396**  
**Guidelines For**  
**ADMINISTERING MEDICATIONS TO STUDENTS**

The school district acknowledges that, to manage a health condition, some students may require medication during the school day to function as near to their potential as possible. **Every attempt should be made to give medication at home if possible.** The school district's licensed school nurse, or designated trained staff, will administer prescribed medications in accordance with MN Statute 126.201 and School Board Policy. Students on a self-management of medication program must register as such with the licensed school nurse including a physician's order and parent's permission signed form. This is for the safety of your child.

1. Prescription medication requires **a completed, signed authorization from the student's parent or guardian and the physician** including: name of medication, dosage, time of day to be given, purpose of medication and possible side effects.
2. Prescription medication must come to school in the original prescription container appropriately labeled for the student by the pharmacy or physician.
3. Once in school, the medication needs to be stored in a locked area, and each dosage recorded on a signed medication flow sheet by the licensed school nurse or designated staff. This completed sheet will be kept in the student's health folder.
4. Prescription asthma or reactive airway disease medication used in inhalers may be self-administered by a student if the school receives a written authorization from the pupil's parent; a physician's written order for the medication and the inhaler is properly labeled for the student by the pharmacy.
5. An "Authorization for Medication Administration" form must be completed for each new school year and/or when a change in the medication occurs. The school must be notified immediately of any change in the medication or if no longer required. For medication dosage changes, the school also needs a written notification from the physician.
6. Non-prescription medication (over-the-counter) also requires a completed, signed authorization from the student's parent or guardian and/or physician. The schools **DOES NOT** provide any medication for students such as acetaminophen (Tylenol) or ibuprofen (Advil). Medications must come from home **in the original container, NO baggies or envelopes and must be kept locked in the school health service area. Medication cannot be kept in student lockers or bags.** Aspirin products will only be given with a physician's signature/order, due to the risk of Reye's syndrome.
7. An RN must give IV and IM drugs, or medications requiring pulse or blood pressure monitoring before being given to the student, only.

*Please refer any questions or concerns to the school nurse by contacting your local school office.*

**SCHOOL CONSENT FORM FOR ADMINISTRATION OF MEDICATION**

(To be renewed annually)

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**PHYSICIAN'S OR AUTHORIZED PRESCRIBER'S ORDER:**

Medication	Dosage	Time
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Diagnosis/Medical reason for medicine

\_\_\_\_\_ ICD 10 Code \_\_\_\_\_

\_\_\_\_\_ ICD 10 Code \_\_\_\_\_

Other recommendations/restrictions/unusual side effects: \_\_\_\_\_

The student is both capable and responsible for self-administering this medication (for inhalers)

No \_\_\_\_\_ Yes, supervised \_\_\_\_\_ Yes, unsupervised \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Physician's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Clinic \_\_\_\_\_ Fax No. \_\_\_\_\_

**PARENT/ GUARDIAN AUTHORIZATION**

1. I request that the above medication be given to my child during school hours as ordered by this student's health care provider (HCP) I understand I must provide prescription medications in an original pharmacy container with a current label. Over-the-counter preparations must be provided in the original, labeled container.
2. I give permission for a teacher/responsible adult to administer the medication on a field trip, as necessary, following school procedure.
3. I will immediately notify the school of any change in the medication or Health Care Provider's (HCP) order, dosage change, frequency, or duration of administration.
4. I give permission for this information to be released to school personnel. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure your child's safety and school success.
5. I understand that I can refuse to share this information with other school staff (contact school nurse).
6. I release all school personnel and the school district from any and all liability in the event of any adverse reaction resulting from the use or administration of this medication.

\_\_\_\_\_  
(Parent/Guardian Signature) \_\_\_\_\_ Date \_\_\_\_\_ Phone (Home) \_\_\_\_\_

\_\_\_\_\_  
(Parent /Guardian Name Printed) \_\_\_\_\_ Phone (cell) \_\_\_\_\_ Phone (work) \_\_\_\_\_

**CONSENT FOR NON-PRESCRIPTION (over-the-counter) MEDICATION**

Non-prescription medication (over-the-counter) requires a completed, signed authorization from the student's parent or guardian and/or physician. The school **DOES NOT** provide any medication for students such as acetaminophen (Tylenol) or ibuprofen (Advil). Medications must come from home **in the original container, no baggies or envelopes**. Aspirin products will only be given with a physician's signature/order due to the risk of Reye's syndrome.

I, \_\_\_\_\_, give the ACGC School  
(parent/guardian name)

permission to give my child \_\_\_\_\_ the  
(child's name)

following medication \_\_\_\_\_

Amount/Dosage \_\_\_\_\_

How Often/Time \_\_\_\_\_

Give Until \_\_\_\_\_

for the following condition/reason \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Daytime Phone Number)

## Nondiscrimination Policy

It is the policy of the Atwater Cosmos Grove City Public School to provide a free and appropriate public education to all students within its jurisdiction, regardless of the type of handicap or its severity. District 2396 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, which include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. Has a record of such impairment; or
3. Is regarded as having such an impairment. {34CFR 104.3(j)}

In order to fulfill obligations under Section 504, the school district is responsible for nondiscrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability shall knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the learner is determined to be eligible under Section 504, afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to 1) inspect and review his/her child's records; 2) make copies of these records; 3) receive a list of individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are question, please feel free to contact the Section 504 Coordinator in your child's building, Robin Wall.

ACGC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator:

Robin Wall  
27250 MN State Hwy 4  
Grove City, MN 56243  
320-244-4677  
[wallr@acgcfalcons.org](mailto:wallr@acgcfalcons.org)

Alternative Section 504 Coordinator:

Kodi Goracke  
302 South Second Street  
Atwater, MN 56209  
320-244-4686  
[gorackek@acgcfalcons.org](mailto:gorackek@acgcfalcons.org)

Title IX Coordinator:

Robin Wall  
27250 MN State Hwy 4  
Grove City, MN 56243  
320-244-4677  
[wallr@acgcfalcons.org](mailto:wallr@acgcfalcons.org)

Alternative Title IX Coordinator:

Kodi Goracke  
302 South Second Street  
Atwater, MN 56209  
320-244-4686  
[gorackek@acgcfalcons.org](mailto:gorackek@acgcfalcons.org)

## **Equal Education Opportunity**

1. The policy of the ACGC school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. ACGC School also makes reasonable accommodations for disabled students.
2. ACGC school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
3. The policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
4. Every school district employee shall be responsible for complying with this policy conscientiously.
5. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

## **Grievance Procedure for Complaints of Discrimination**

The following grievance procedure applies to claims of sex, disability, and racial discrimination:

1. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.
2. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
3. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.
4. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
5. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
6. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.