

CROOKSTON HIGH SCHOOL

HOME OF THE PIRATES



STUDENT HANDBOOK

2019 - 2020

FOR MORE INFORMATION, PLEASE VISIT OUR WEBSITE:

www.crookston.k12.mn.us

WELCOME TO CROOKSTON HIGH SCHOOL

A TRIBUTE TO CROOKSTON HIGH SCHOOL

Pride
Individuality
Respect
Active Community
Teamwork
Equality
School Spirit

Crookston High School is a place where you can find yourself among friends, teachers, and teammates.

A sense of pride and belonging will always accompany the hallways and the student's hearts.

Thank you, CHS, for housing our youth and expanding our knowledge of life.

by Sally Palmer, Class of 2000

LETTER FROM THE PRINCIPAL

Welcome to Crookston High School – Home of the Pirates! We are excited for the 2019-20 school year and believe the upcoming year has great things in store for each of you.

The guidelines in this handbook are designed to make Crookston High School a great place to learn. The handbook does not address every district policy, but it should answer most of your questions and clearly explain the expectations that make our school a wonderful place to be. We ask that you familiarize yourself with these expectations and hold yourself and others accountable.

Nothing is more important to the staff at CHS than your success. We are here for you. We want to make your high school experience the best it can be and help you in any way that we can. While academics are important, they are not the only measure of student success. I encourage you to get involved in the various extracurricular activities and clubs we have at Crookston High School. They are a great way to develop lasting memories and friendships, and contribute to the strong traditions of Crookston High School.

As you think about what you would like to accomplish this year, I encourage you to set ambitious goals and push yourself. A great education is the most valuable asset you could acquire; and one that no one could ever take away from you. We are products of our expectations, so expect great things from yourself and from your classmates - **GO PIRATES!**

Sincerely,

Eric Bubna, Principal
Crookston High School

Table of Contents

GENERAL INFORMATION	7
ADDRESSING CONCERNS	7
BUS & TRANSPORTATION SERVICES	7
CELL PHONES, MP3 PLAYERS, AND OTHER ELECTRONICS	7
CHEATING & PLAGIARISM	7
CLOSED CAMPUS	8
DIRECTORY INFORMATION	8
DRESS CODE	8
DISPLAYS OF INAPPROPRIATE MATERIALS ON SCHOOL GROUNDS	8
EIGHTEEN YEAR OLDS	9
FIRE, EVACUATION, & TORNADO DRILLS	9
FOOD SERVICE	9
FUNDS AND FUNDRAISING	9
GRADUATION EVENTS	9
HALL PASSES	9
HEALTH SERVICES	9
HOME & AWAY EVENTS	9
LOCKERS & SEARCHES	9
MEDIA CENTER	10
PERSONAL RELATIONSHIPS	10
PHYSICAL EDUCATION DRESS	10
PLEDGE OF ALLEGIANCE	11
PROM	11
2W DAYS (EARLY DISMISSAL)	11
SCHOOL SONG	11
SCHOOL VISITORS	11
DANCES	11
STUDENT COUNCIL	11
STUDENT MEDICATION	12
GUIDELINES ON WHEN TO KEEP YOUR CHILD HOME	12
STUDENT PARKING	12
STUDENT SERVICES	12
STUDENT SURVEYS	13
TELEPHONE & MESSAGES	13
UPPER CLASS PRIVILEGES	13
VIDEO RECORDING POLICY	13
ATTENDANCE	14
TRUANCY—MINNESOTA STATE LAW	14
ABSENCE DUE TO SCHOOL ACTIVITY	14
EXCUSED ABSENCES DEFINED	14
UNEXCUSED ABSENCE DEFINED	14
TARDY DEFINED	15
ATTENDANCE PROCEDURES	15
CONSEQUENCES OF UNEXCUSED ABSENCES	15
APPEAL BY STUDENT OR FAMILY	15

CODE OF BEHAVIOR, DISCIPLINE, & CONSEQUENCES	16
STUDENT RIGHTS	16
STUDENT RESPONSIBILITIES	16
DISCIPLINE OVERVIEW	16
UNRULY BEHAVIOR, DISCIPLINE, & CONSEQUENCES	17
ACADEMICS	24
GRADUATION REQUIREMENTS	24
FOUR YEAR PLANNING GUIDE	24
ACADEMIC LETTERING	25
ACADEMIC TESTING	25
DROP & ADD POLICY	25
GRADING SYSTEM	25
GRADUATION HONORS PROGRAM	26
HONOR ROLL	26
INCOMPLETE GRADES	26
NATIONAL HONOR SOCIETY	26
PROGRESS REPORTS & REPORT CARDS	26
EXTRA AND CO-CURRICULAR ACTIVITIES	27
ELIGIBILITY STANDARDS	27
STUDENT CODE OF RESPONSIBILITIES	27
POST SEASON RECOGNITION	27
STUDENT ATHLETIC ACTIVITIES	28
ACTIVITIES & CLUBS	28
ATHLETIC PARTICIPATION FEES	28
CO-CURRICULAR PARTICIPATON FEES	28
CATEGORY I ACTIVITIES	29
CATEGORY II ACTIVITIES	31
SCHOLASTIC & ATTENDANCE ELIGIBILITY	33
APPENDIX	34
PUPIL FAIR DISMISSAL ACT	34
FERPA STATEMENT OF RIGHTS (POLICY 515)	38
PEST CONTROL MATERIALS	38
GRIEVANCE PROCEDURE	38
INTERNET USE	39
POLICY 413—HARASSMENT AND VIOLENCE	40
POLICY 419—TOBACCO-FREE ENVIRONMENT	43
POLICY 501—SCHOOL WEAPONS POLICY	44
POLICY 505—DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS	45
POLICY 514—BULLYING PROHIBITION POLICY	46
POLICY 521—STUDENT DISABILITY NONDISCRIMINATION	50
POLICY 522—STUDENT SEX NONDISCRIMINATION	50
POLICY 526—HAZING PROHIBITION	50
POLICY 709—STUDENT TRANSPORTATION	52
OTHER POLICIES	53
ACCEPTABLE USE POLICY FOR MOBILE DEVICES	53
PARENT/COACH COMMUNICATION GUIDELINES	55
PARENT/GUARDIAN GUIDE TO STATEWIDE TESTING	56

Crookston High School
M-TH Daily Time Schedule
2019-20

Warning Bell	8:15
1st Hour	8:20-9:10
2nd Hour	9:15-10:05
3rd Hour	10:10-11:05
Early Lunch	11:10-11:35
4A – Class	11:40-12:30
4B – Class	11:10-12:00
Late Lunch	12:05-12:30
5th Hour	12:35-1:25
6th Hour	1:30-2:20
7th Hour	2:25-3:15

Crookston High School
Friday Prime Time Schedule
2019-20

Warning Bell	8:15
1st Hour	8:20-9:05
2nd Hour	9:10-9:55
Prime Time	10:00-10:30
3rd Hour	10:35-11:25
Early Lunch	11:30-11:55
4A – Class	12:00-12:45
4B – Class	11:30-12:15
Late Lunch	12:20-12:45
5th Hour	12:50-1:35
6th Hour	1:40-2:25
7th Hour	2:30-3:15

MODIFIED SCHEDULES

Crookston High School Early Dismissal Schedule

2019-2020

Warning Bell	8:15
1 st Hour	8:20-8:50
2 nd Hour	8:55-9:25
3 rd Hour	9:30-10:00
4 th Hour	10:05-10:35
5 th Hour	10:40-11:10
6 th Hour	11:15-11:45
7 th /8 th gr Lunch	11:50-12:20
7 th Hour (7 th /8 th class)	12:25-12:55
7 th Hour (9 th -12 th class)	11:50-12:25
9 th -12 th Lunch	12:25-12:55

Crookston High School Late Start Schedule

2019-2020

Warning Bell	10:15
1 st Hour	10:20-10:53
2 nd Hour	10:58-11:31
Early Lunch	11:36-12:06
4A – Class	12:11-12:44
4B – Class	11:36-12:09
Late Lunch	12:14-12:44
3 rd Hour	12:49-1:22
5 th Hour	1:27-2:00
6 th Hour	2:05-2:38
7 th Hour	2:43-3:15

Crookston High School Friday Assembly Schedule

2019-2020

Warning Bell	8:15
1 st Hour	8:20-9:00
2 nd Hour	9:05-9:45
Prime Time	9:50-10:10
3 rd Hour	10:15-10:55
Early Lunch	11:00 -11:25
4A – Class	11:30-12:10
4B – Class	11:00-11:40
Late Lunch	11:45-12:10
5 th Hour	12:15-12:55
6 th Hour	1:00-1:40
7 th Hour	1:45-2:25
Assembly	2:30-3:15

This handbook is intended to serve as a guide. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures which contribute to the operation of our high school. Students are responsible for knowing the contents contained within. A complete copy of the policy manual is available in the principal's office or by going to https://www.crookston.k12.mn.us/district_information/district_policies. Further, this handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and available on the district website.

GENERAL INFORMATION

ADDRESSING CONCERNS

1. First, personally talk to the individual directly involved, whether that is a teacher, student, or coach.
2. If you are unable to resolve the problem by contacting the person directly, please contact the principal or dean of students.
3. If you feel your problem has still not been resolved, you should contact the superintendent.
4. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the School Board.
5. In the event that you feel there is still a basis for your problem, you are invited to address your concern to the full School Board for final resolution.

BUS & TRANSPORTATION SERVICES

Transportation by school bus is a privilege, not a right; therefore, students are expected to display appropriate conduct and adhere to all safety procedures and rules. In the case of serious or habitual behavioral problems you can be referred to the principal or dean of students and be assigned consequences through the high school discipline code. It is possible that discipline may involve your bus privileges being revoked. The expectations for your conduct on any school trip or business must meet the general and specific expectations put forth in the behavioral code. This includes fan buses, field trips, or any time you are representing the school, whether or not you are on or off school property. The expectation is that you be a positive ambassador of the mission, purposes, goals, and high standards of Crookston High School. ***For more information regarding bus stops, please refer to page 48 of this handbook.*

CELL PHONES, MP3 PLAYERS, AND OTHER ELECTRONICS

Cell phones, MP3 players, and other music devices shall not be seen or heard by faculty and staff during class time. This includes when a student is in the hall (bathroom pass, called down to the office, etc.) during a class period. Students may use their devices only during passing time and lunch. Headphones may not be worn during class, nor may they be seen. Devices will be confiscated by the teacher and the student can retrieve the device in the office at the conclusion of the school day. Students who are habitual violators will be assigned additional consequences at the discretion of administration. Students are not permitted to take video and/or pictures of others without their permission. Students in violation of this policy will be subject to disciplinary action.

CHEATING & PLAGIARISM

Cheating is an act of dishonesty. Copying other students work is considered cheating. Cheating is not only disrespectful; it defeats the purpose of learning. Plagiarism is defined as taking the ideas, writings, thoughts, etc. from someone else or another source and passing them off as one's own. Plagiarism is unethical and illegal. Whenever you are using the writing of someone else, you must use quotation marks to identify the material you are citing and/or you must identify the source. Engaging in cheating or plagiarism will result in disciplinary action including reduction of grade, loss of credit, or suspension. See your English teacher if you have any questions.

CLOSED CAMPUS

Crookston High School is a closed campus for all 7th, 8th, 9th, and 10th grade students at all times. These students must remain in designated areas in the building and/or in the immediate area outside the building during the school day. Students in grades 7 – 10 may not be in the parking lots. Students in grades 7 - 10 are not allowed to leave during lunch and must stay in the commons until dismissed from lunch. All students should remain in the commons during lunch. Juniors and Seniors shall not leave the building, nor should they be in the parking lot, except when going for lunch or leaving during study hall period. This privilege can be revoked at any time due to tardiness, poor attendance, abuse, or other inappropriate behavior. Leaving campus without prior permission is subject to disciplinary action.

DIRECTORY INFORMATION

Students must request, within 30 days of the first attendance day, to have their information removed from the directory list; if no request is made, information will be shared as appropriate (i.e., student publications, yearbook, newspaper). Information includes name, address, and phone number; parent's names; information on and pictures of school events; names of students participating in or attending extra-curricular activities, including MSHSL activities; height and weight of members of athletic teams; and awards received.

DRESS CODE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) and/or guardian(s). It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated.

Hats, hoods, bandanas, and other headgear shall not be worn during the school day (~~upon entering the building until you leave the building~~). Exceptions (i.e., illness, dress up days, hair bands) may be granted by administration.

Appropriate clothing includes, but is not limited to:

- Appropriate clothing for the weather.
- Clothing that does not create a safety hazard.
- Clothing appropriate for the activity (i.e., P.E. or classroom).

Inappropriate clothing includes, but is not limited to:

- "Short shorts," skimpy tank tops that expose the midriff.
- Clothing with lewd, vulgar, or obscene messages.
- Apparel promoting illegal products or activities.
- Apparel or footwear that would damage school property.
- Clothing that is not keeping with community standards.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group, evidences gang membership, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.

DISPLAYS OF INAPPROPRIATE MATERIALS ON SCHOOL GROUNDS

Students will be asked to remove anything considered objectionable (racist in nature, promoting drugs, alcohol, gangs, etc.). In cases of disagreement with school policy the Principal's decision is final.

EIGHTEEN YEAR OLDS

Minnesota Statutes 120.06 states that: The Board of Education of any school may require those students eighteen (18) years of age adhere to rules and regulations applicable to students under eighteen (18) years of age. Therefore, all students enrolled in Crookston High School will be required to follow the same policies as established for those less than eighteen years of age, unless emancipated or able to provide proof of independence. It should be pointed out, however, that in the case of a violation of law, an eighteen-year-old will be charged as an adult and must assume all responsibilities and consequences associated with adult status.

FIRE, EVACUATION, & TORNADO DRILLS

In the event of a fire drill or emergency, your teacher will lead you to the appropriate routes and exits. The directions are posted in each classroom. In the event of an evacuation, follow the directions of your teacher. Our evacuation location is the Sports Complex (Lysaker Gymnasium) at UMC. In the event of a weather emergency (i.e. tornado) proceed to the safe area identified on the map in the classroom.

FOOD SERVICE

Each student is assigned a PIN (Personal Identification Number) as an account system for lunch charges. Deposits can be made any time during the day. We also offer free and reduced rate lunch programs for those that meet the requirements. A deli is available for a la carte purchases during lunch time. The management reserves the right to shut down deli and vending machine privileges.

FUNDS AND FUNDRAISING

All fund raising projects must be approved by the principal. Money collected must be deposited in the office each day.

GRADUATION EVENTS

Commencement and various graduation events are recognition and reward events provided by Crookston High School and District 593 to honor the seniors who have met the state and district requirements for graduation. Only seniors who have met all of these requirements are eligible to attend. Eligibility to participate in graduation events or commencement may be revoked by administration for behavioral reasons or other circumstances deemed appropriate by the administration.

HALL PASSES

All students in the hallway are expected to have a pass from their classroom teacher, student services, or the administrative office. Students should request a pass anytime they leave the classroom.

HEALTH SERVICES

Crookston Public Schools employs a full time nurse that is available to meet with you and/or your child about any health concerns. Certain immunizations are required and you will be notified if you need them. Those immunizations may be offered at school for a small charge.

HOME & AWAY EVENTS

Students are reminded that while attending both home and away events, they represent Crookston High School and District 593. All school rules and policies concerning behavior apply at home and away events.

LOCKERS & SEARCHES

Each student will be assigned a locker for personal belongings. Stickers, markers, etching, and other permanent decorations shall not be used on lockers; use only magnets to hold items in lockers. Students will be billed for cleaning or repair of locker damage. You should never assume that lockers are 100% secure. Students should

not share lockers. Never leave valuable property (including cellphones) or money in your locker and assume safety. The use of decorations outside the locker is strictly prohibited. All lockers must be emptied and cleaned at the end of each year.

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. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. 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.

Gym lockers are also property of the school district, regardless of student's own locks being placed on a locker, and the school district reserves the right to inspect these lockers in accordance with school policy. Unlike lockers in the hallways, lockers in the gymnasium are not under camera surveillance and students should not assume that they are secure regardless of whether there is a lock on it or not. Students MUST have their locker registered with their PE teacher. Any locks not registered with the PE teacher will be cut and the interior belongings will be stored in the PE office until the individual retrieves them and registers his lock. [Click here to reference the school district policy.](#)

<https://www.crookston.k12.mn.us/common/pages/DisplayFile.aspx?itemId=6937404>

MEDIA CENTER

It is the mission of the Media Center to provide all students and staff an environment in which to study, as well as opportunities to access, process, and communicate information. We do that by:

- Providing print materials for reference and general materials.
- Providing electronic data bases and reference materials.
- Providing computers and other equipment for organizing and presenting information

In order to best serve those students and staff needs, the following must be observed:

- The Media Center is a quiet area, with no unnecessary visiting.
- Students from classes must have a pass.
- Classes must be accompanied by their teacher unless prior arrangements have been made.
- Bathroom and locker passes are not generally granted.
- Violators of the above will be sent back to their study hall or classroom.
- Repeated offenses carry the possibility of suspended Media Center privileges.
- Students who have a study hall but choose not to work, must be in the commons.
- Students in Grades 11 and 12 have the privilege of working in the Media Center during their lunch, students in Grades 9-10 may be in there with a pass issued by the Dean of Students.

PERSONAL RELATIONSHIPS

It is noted that personal relationships do develop between students during the school year. [Crookston High School has a "hands-off" policy.](#) It is the policy of the school that hugging, kissing, hanging on each other, groping, and other public displays of affection should not occur. Such behavior is subject to discipline action.

PHYSICAL EDUCATION DRESS

Students in physical education are required to dress appropriately for athletic activity. The physical education clothing requirement consists of a dress code compliant t-shirt, shorts/athletic pants, socks, and athletic shoes that do not leave marks on the gym floor. Failure to dress for physical education can result in loss of credit.

PLEDGE OF ALLEGIANCE

In order to honor our country and comply with state law, the Pledge of Allegiance will be recited each week. Teachers may elect to recite the Pledge more frequently in their classroom. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. No student shall interfere with a student's choice to participate in the Pledge, nor shall any student interfere with a student's choice to not participate in the Pledge.

PROM

The Junior/Senior Prom will be held in the spring of the year. Students must be Juniors or Seniors. Escort must be in 11th or 12th grade and/or under 21 to attend the Prom. Administration reserves the right to exclude students from Prom due to poor attendance, lack of progress towards graduation, chemical violations, and/or for disciplinary reasons.

2W DAYS (EARLY DISMISSAL)

The second Wednesday in each month (except September, ~~which will be the 3rd Wednesday~~) is given as a staff development ½ day, amounting to 24 hours or three 8 hour days for staff development. RE students are dismissed at 12:20 pm, all other students are dismissed on these days at 12:55. The dates for 2W days can be found on the district calendar.

SCHOOL SONG

Crookston High School Rouser

Crookston High School hats off to thee
to our colors true we will ever be
firm and strong united are we
Rah Rah Rah for Crookston High
Rah Rah Rah hats off to Crookston High!

SCHOOL VISITORS

All school visitors must sign in at the office. Visitors are not allowed in classes. Any student wishing to bring a guest/visitor for the portion of day must have prior approval from the principal.

DANCES

All students are expected to follow all rules while attending dances and other night events. In a preventative measure all students will not be allowed to carry in any beverage or beverage container. Student's jackets, purses and other bags are subject to search when your student arrives and will be stored in a secure area. A rule of thumb is to simply not bring any.

STUDENT COUNCIL

Crookston High School is proud to have an active student council. Involvement in student council gives students an opportunity to develop leadership skills and advocate for their peers. A list of members can be found on the school website.

STUDENT MEDICATION

The following are the requirements in regard to the administration of medication to students:

- Administration of prescribed medication or drugs shall be by a licensed school nurse or other trained staff.
- Prescription and nonprescription medication or drugs require a completed signed request form from the student's parent or guardian and physician.
- Prescription medication must come to school in the original prescription container appropriately labeled for the student by the pharmacy. **All medications must be brought to school by a parent/guardian.**
- Nonprescription medications must come to school in the original container.
- **Medications are not to be carried by the student.**

If you have any questions about this policy, please contact the school nurse at 281-5600.

GUIDELINES ON WHEN TO KEEP YOUR CHILD HOME

- *Has a fever of 100 degrees or higher
- *Has been vomiting
- *Has unexplained rash
- *Has symptoms that prevent him or her from participating in school such as:
 - Excessive coughing, sneezing
 - Headache, body aches, earache
 - Severe sore throat
- *Student may return to school after being symptom free for 24 hours

STUDENT PARKING

Parking is a privilege, not a right. Snowmobiles, ATVs, etc. are not permitted on school grounds.

Students are to park in the WEST parking lot (facing Hwy 2/Walmart). The east lot is for staff only. Students parked in the staff lot (east lot) will be towed at the owner's expense. Students are to park between the designated lines. Cars parked improperly or in restricted areas (i.e. handicapped, fire lane, traveling teachers, over yellow lines) may be ticketed and towed at the owner's expense. Students should obey all traffic laws, including the 5 m.p.h. speed limit. Please use extreme caution when driving and walking in the parking lot.

Parents are to use the EAST parking lot to pick up and drop off students. Do NOT drop off or pick up in the circle on the west side of the school, as it is reserved for bus loading.

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 reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. Failure to follow parking rules/school rules can result in revocation of parking privileges.

STUDENT SERVICES

The student services offices offer many resources for students. Students can access career information and guidance, counseling (chemical dependency, conflict resolution, violence, personal issues, etc.), Indian education, Hispanic liaison, social services, probation, mental health, tutoring, and other services. Appointments with the counselor can be made with him/her directly. Students should obtain passes in advance between classes. No student should go to student services without a pass from one of the student services staff members, unless it is an emergency. Do not come to student services in groups.

STUDENT SURVEYS

Periodically, the students are given surveys, including the Minnesota Student Survey (MSS), to obtain opinions and information about students. If you do not want your student to take a survey or wish to review one of the surveys, including the MSS, please call the principal at 281-2144.

TELEPHONE & MESSAGES

The phone located in the commons is for personal calls. This phone is for local calls only; it does not work for long distance numbers. The office phone is reserved for school business. Messages taken for students during class time will be delivered as soon as possible, but most likely will not be delivered until the end of the school day. Parents/guardians should always call the school office to have their student released for appointments.

Do not call your child's cell phone during the school day expecting them to leave class. Call the CHS office to have your student excused from class during the school day. Any student leaving the building during the school day must have parent permission and must check out through the office.

UPPER CLASS PRIVILEGES

- ☺ Lunch breaks are “open” for Juniors and Seniors. They may leave at their own discretion with or without a vehicle. This privilege can be revoked at any time due to tardiness, attendance, abuse, or other inappropriate behavior.
- ☺ Senior Day and other graduation activities are scheduled close to graduation each year. The privilege may be revoked due to poor attendance or inappropriate behavior.

VIDEO RECORDING POLICY

It is the practice of Crookston High School to record students in various settings around the school, including but not limited to hallways, classrooms, school busses, school grounds, and parking lots. These recordings are considered to be private data on individuals and may not be released to or viewed by public without an appropriate release by the Superintendent of Schools. The recording will be used for various reasons by the school such as a security, investigations, or a basis for disciplinary action. Recordings used as evidence in policy or safety violations will be retained by the school district and/or law enforcement agencies.

ATTENDANCE

Good attendance and punctuality are directly related to success in school. Students simply cannot afford to miss school unnecessarily. Therefore, it is essential that each student read and understands the expectation of attendance and the processes necessary to excuse absences due to compelling necessity. The student must attend regularly. Even in the case of excused absences, if the rate of absenteeism is so excessive that the student has not provided sufficient participation, performance, or progress to determine the student's grade, the student may fail the course due to the negative impact of excessive absenteeism.

TRUANCY—MINNESOTA STATE LAW

A student under the age of seventeen (17) who is absent from school without lawful excuse for one or more class periods on three (3) school days (continuing truant) or seven (7) school days (habitual truant) is considered truant from school under the law. In both cases the high school will file written reports with the appropriate agencies as stipulated by the court for legal action. **OR**

A student who has attained the age of sixteen (16) but is under the age of eighteen (18) who decides to drop out of school must have a formal conference so stating his/her intent to drop out of school or he/she will be considered truant under the law following the fifteenth (15) day of consecutive absenteeism. The high school will file a written report with the appropriate agencies as stipulated by the court for legal action.

ABSENCE DUE TO SCHOOL ACTIVITY

Any absence related to a school sponsored activity is considered excused. However, teachers may require students to contact them prior to their absence from their class in order to get necessary notes, assignments, etc. Further, students are expected to be in attendance following all evening contests unless a specific exception for the team is made by the principal or activities director. A student may be required to miss a school sponsored activity and attend classes if the student is not making satisfactory academic progress.

EXCUSED ABSENCES DEFINED

Absences are excused for reasons such as illness, death in the family, medical or dental appointments, family emergencies, or any merited cases where prior arrangements have been made with the principal. The administration will decide if the absence is excusable based on the reasons given. In the case of excused absences, the student has the right and obligation to make up any work missed with full credit. In all cases, whenever a student is in school and departs, missing a class, a blue slip must be obtained in the office prior to any departure or the absence can be ruled unexcused regardless of the reason for departure.

UNEXCUSED ABSENCE DEFINED

Unexcused absences are those that could have been reasonably avoided or delayed. (Examples include, but are not limited to, truancy, shopping, vehicle maintenance, haircuts, working, babysitting etc.) Even with consent of the parents, absences can be ruled unexcused by the high school administration. The administration will use the rule of reasonableness in determining whether or not an absence could have been avoided or delayed. Whenever possible, absences should be communicated in advance. When this is not possible, all absences must be cleared through the office and through the teacher(s) of each class missed within 48 hours of the student's return to class, or the absence may be declared unexcused.

Students that leave the building without permission during the school day are not allowed back into the building. Their attendance record will be marked as unexcused for the remainder of the day.

TARDY DEFINED

A student is tardy if he/she is not in the classroom when the tone sounds to begin the period. The student must have an excuse with them upon entry into the classroom. If the student does not have an excuse, the tardy is unexcused. If a student is more than 15 minutes late for class—whether excused or unexcused—the student may be deemed ineligible for extra-curricular activities as stated in the extra-curricular eligibility policy.

1. Every 3 tardies per class will result in one detention. Resets after each detention.
2. ~~3 total detentions (regardless of which classes) for tardies will result in loss of cell phone at school for one week. Jr/Sr will also lose open campus privileges for a week. Each detention thereafter results in another week.~~ Detention totals reset at the semester break.

ATTENDANCE PROCEDURES

- A. Each classroom teacher shall report each unexcused absence. In case of discrepancy, the teacher's attendance shall be considered the most accurate. It must be made clear that unverified absences that appear on the attendance reporting record are not necessarily unexcused. After the 48-hour guideline expires, unverified absences can be reported as unexcused.
- B. On a semester basis, excessive absences may result in student placement on a non-credit basis in that course and a failing grade for the semester. The failing grade will be calculated in the cumulative grade point average (GPA). The student will remain on the class roster and be expected to attend class until such time as an official "drop" from class is authorized by the administration.

CONSEQUENCES OF UNEXCUSED ABSENCES

In cases of recurring unexcused absences, the administration may also refer the student to social services or request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

Students with unexcused absences shall be subject to discipline in the following manner:

1. After the unexcused absence, a student's parent or guardian will be notified via an automated phone call.
2. After ten (10) cumulative unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
3. Additionally, a student may be assigned detention, in school suspension, out of school suspension, or other consequences deemed appropriate.

APPEAL BY STUDENT OR FAMILY

The student and his/her family shall have the full right and opportunity to request a review of the attendance records to determine the accuracy of the total of unexcused absences at any point in the semester. In cases of appeal, the decision of the high school principal shall be final.

CODE OF BEHAVIOR, DISCIPLINE, & CONSEQUENCES

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

All students have the responsibility:

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

DISCIPLINE OVERVIEW

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of teachers to teach, disrupt the student's ability to learn, or otherwise interferes with the function of the school.

The consequences for unruly behavior described in this regulation are designed to be fair, firm, and consistent for all students in Crookston High School. They apply to Crookston High School students in any school or other district building, on district property, in district vehicles, and at school or district events.

Because it is not possible to list every unruly behavior that may occur, unruly behaviors not included in this code will be responded to as necessary by staff. This code is based on the assumption that minor behaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate district staff. Building administrators or their designees are responsible for investigating occurrences of unruly behavior and, based on credible evidence, assigning consequences as listed in this document. Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule which is also a violation of a law, the student must be referred to the police in addition to being dealt with as described in this code.

ALL STUDENTS are required to comply with these procedures. (Unless otherwise specified in an IEP.)

UNRULY BEHAVIOR, DISCIPLINE, & CONSEQUENCES

Specific activities are listed as unruly behavior throughout this handbook. These behaviors are not appropriate for a learning environment. Consequences may apply to the student acting out the behavior as well as students who are aware of unruly behaviors and do not come forward. Although a student may be over 18, age is immaterial under school jurisdiction and all expectations and consequences still apply. Consequences apply regardless of whether the unruly behavior took place in school, on school property, in a district vehicle, or at a school or district activity.

Classroom teachers will establish classroom conduct expectations. Teachers have the authority to remove any student from their classroom should that student willfully violate classroom expectations or rules, willfully disrupt the rights of other students to an education, or willfully engage in conduct that endangers other students. Teachers will generally follow progressive discipline steps, but may remove a student at any time the teacher deems the conduct warrants immediate removal from the classroom.

Students are reminded that **any teacher or staff member** in the school has the right and is required to correct unruly behavior displayed by individuals at any place and at any time. Note that a teacher can assign detention to his/her room without the direction of a principal, but must contact parents to arrange a time. Teachers will be asked to recommend consequences when unruly behaviors are reported. Consequences or disciplinary action will take a common sense approach and may include, but are not limited to, one or more of the following:

1. Student conference with teacher, principal, counselor or other school personnel, and verbal warning;
2. Parent contact;
3. Parent conference;
4. Removal from class;
5. In-school suspension;
6. Suspension from extracurricular activities;
7. Detention or restriction of privileges;
8. Loss of school privileges;
9. In-school monitoring or revised class schedule;
10. Referral to in-school support services;
11. Referral to community resources or outside agency services;
12. Financial restitution;
13. Referral to police, other law enforcement agencies, or other appropriate authorities;
14. A request for a petition to be filed in district court for juvenile delinquency adjudication;
15. Out-of-school suspension under the Pupil Fair Dismissal Act;
16. Preparation of an admission or readmission plan;
17. Expulsion under the Pupil Fair Dismissal Act;
18. Exclusion under the Pupil Fair Dismissal Act; and/or
19. Other disciplinary action as deemed appropriate by the school district.

For each unruly behavior listed in this regulation, there are specific consequences for first, second, third, and future violations. The administration reserves the right to administer the most severe consequences even in first offense situations if the seriousness and severity of the offense warrants it.

In addition to the consequences detailed in this regulation, a specific school or the District Transportation Department may respond to student unruly behavior in a variety of ways which include, but are not limited to, parent conferences, mediation, restitution, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges and chemical evaluation.

ATTENDANCE

Expectation:

Students are expected to:

Attend all classes. A pass is required from the office or a teacher in order to be excused from a class. Students will be expected to have a hallway pass whenever they are out of a classroom. Students should arrive to their classes on time. Tardiness results when a student arrives after the second bell. When students are more than 5 minutes late, they are considered absent from the class.

Extra-curricular eligibility is based on 15 minutes of tardiness. Students should make up all work when there is an excused absence. Absences for approved reasons must be cleared within 48 hours.

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
Skipping —leaving class, the school building, or school grounds without a pass.	Possible but not limited to detention. Loss of credit for missed work. Parent notification.	Detention / Suspension. Parent notification.	Detention / Suspension. Parent notification.
Absenteeism —three (3) or more unexcused absences.	Possible but not limited to detention. Loss of credit for missed work. Parent notification.	Detention / Suspension. Parent notification.	Detention / Suspension. Parent notification.
Excessive Tardies —Three (3) unexcused tardies and/or two (2) unexcused absences in one day.	Detention, attendance report will show one unexcused absence. Parent notification.	Detention / Suspension. Parent notification.	Detention / Suspension. Parent notification.
Forgery —Forging or falsifying parent/guardian notes, excuses, or other documents.	Possible but not limited to detention. Suspension possible. Parent notification.	Detention / Suspension. Parent notification.	Habitual violations may lead to suspension consequences. Parent notification.

With all offenses, building administrators may use discretion in selecting a consequence.

DRESS CODE

Expectation:

Students are expected to:

Dress neatly, with clothing that is clean not distracting, and appropriate for learning. Clothing examples that would be considered inappropriate would be clothing that includes the following: words which are obscene, abusive, discriminatory, or advertise tobacco, alcohol, or other illicit drugs; midriff length, extremely short shorts, bib overalls improperly worn, gang related attire, and fashion accessories that could be harmful or destructive. Jackets, coats, and wraps should be placed in the locker during the school day.

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
Inappropriate Clothing —short shorts; skimpy tank tops; exposed midriff; clothing with lewd, vulgar, or obscene messages; apparel promoting illegal products or activities; clothing in violation of community standards; or sexist, racist, or otherwise derogatory messages.	Parent notification. Change of clothing. Detention possible.	Detention.	Habitual violations may lead to suspension.
Headwear —cap, hat, hood, or other headgear worn during the school day.	Parent notification. Removal of headwear. Detention possible.	Parent notification. Removal of headwear. Headwear stored in office. Detention.	Habitual violations may lead to suspension.
Outerwear —jackets, coats, wraps, or other outerwear worn during the school day.	Parent notification. Search of outerwear / locker. Clothing stored in locker.	Parent notification. Search of outerwear / locker. Clothing stored in office. Detention.	Habitual violations may lead to suspension.

With all offenses, building administrators may use discretion in selecting a consequence.

SUBSTANCE & TOBACCO POSSESSION & USE

Expectation:

Students are expected to:
Make healthy life style choices.

Be law-abiding citizens. Possession and / or consumption of an illegal substance will not be permitted at any time. School Board policy does not permit the use or possession of tobacco, alcohol, narcotics, **related paraphernalia** or any other illegal substance on school property, at school activities, or on school busses.

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offense
Possession or Use of Alcohol, Tobacco, E cigarettes and Other Drugs —possessing or using any narcotic, inhalants, related paraphernalia or where possession or use is prohibited by Minnesota or federal law.	Up to 10 days suspension.	Up to 10 days suspension.	Expulsion / Exclusion.
Intent to Distribute Alcohol, Tobacco, E cigarettes or Other Drugs —selling, distributing, or intent to sell alcohol, tobacco, and other drugs.	Up to 10 days suspension. Possible expulsion/exclusion.	10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.

With all offenses, building administrators may use discretion in selecting a consequence.

FOOD & BEVERAGE

Expectation:

Students are expected to:

Consume food and beverages in the school commons area only. Students are also expected to clean up after themselves in the commons area.

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
Food/Beverage Violation —food or beverage outside of the commons area such as in halls, lockers, classrooms, etc.	Possible but not limited to detention.	Detention.	Habitual violations may lead to suspension.
Open Campus Violation —7 th , 8 th , 9 th , or 10 th grade student leaving the school building.	Possible but not limited to detention.	Detention / Suspension.	Habitual violations may lead to suspension, and future loss of open campus privileges.

With all offenses, building administrators may use discretion in selecting a consequence.

GANG ACTIVITY

Expectation:

Students are expected to:

Refrain from and denounce behavior related to gang activity.

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
Graffiti —use of gang graffiti on school property or on their own property while at school.	Possible but not limited to detention.	3 – 5 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.
Displaying or Possessing Gang Related Items —displaying gang emblems, gang symbolism, signs, signals, slang, terminology, gang related jewelry, or clothing.	Possible but not limited to detention and confiscation of gang related paraphernalia.	Habitual violations may lead to suspension.	Habitual violations may lead to suspension.

With all offenses, building administrators may use discretion in selecting a consequence.

DAMAGE OR DESTRUCTION TO SCHOOL OR PERSONAL PROPERTY

Expectation:

Students are expected to:

Respect the rights and property of others, including the school property, buildings, and grounds.

Behaviors	1st Offense	2nd Offense	3rd/Future Offenses
Vandalism —defacing or damaging property that belongs to the school, students, staff, or anyone involved in school activities. This also includes creating permanent décor to the interior or exterior of lockers.	Possible but not limited to detention and retribution.	3 days suspension and retribution.	5 days suspension and retribution. Expulsion / Exclusion.
Misuse of School Books, Supplies, or Equipment —destroying items in any way so as to hamper use by another student.	Replacement costs will be charged to the student.	Replacement costs will be charged to the student.	Replacement costs will be charged to the student.
Reckless Driving —driving on school property so as to endanger persons or property.	Possible but not limited to detention.	Possible revocation of parking privilege and suspension.	Up to 10 days suspension. Expulsion / Exclusion.
Igniting a Device Producing Flames —igniting matches, lighter, or any device that produces flames.	1 day suspension.	5 days suspension.	Expulsion / Exclusion.
Tampering with Emergency or Safety Equipment —unauthorized use of emergency or safety equipment on school property or bus including first aid kits, fire extinguishers, and emergency kits, fire extinguishers, and emergency doors or latches.	Up to 10 days suspension.	Expulsion / Exclusion.	
Burglary —entering a building or other premises with the intent to commit theft.	10 day suspension. Expulsion / Exclusion.	Expulsion / Exclusion.	
Trespassing —being present in or on any district facility or portion of a district facility when it is closed to the public or unauthorized presence in a district vehicle including being on school property while skipping or serving out of school suspension.	3-4 days suspension.	5-10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.
Theft or Possession of Stolen Property —taking or possessing the property of another without right or permission.	3-4 days suspension.	5-10 days suspension.	Expulsion / Exclusion.

With all offenses, building administrators may use discretion in selecting a consequence.

VIOLENCE/ABUSE TOWARD OTHERS

Expectation:

Students are expected to:

Participate in a safe and secure environment and community. Use appropriate language. Control their behavior to avoid conflicts resulting in violence. Show respect to others. Religious, racial or sexual harassment will not be permitted.

Behaviors	1st Offense	2nd Offense	3rd/Future Offenses
Verbal Assault/Abuse —use of direct or indirect abusive, discriminatory, obscene, threatening, or other language intending to provoke or cause fear of bodily harm.	1 – 3 days suspension.	3 – 10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.
Robbery or Extortion —obtaining property from another person where his/her consent was induced by use of force, threat of force, or under false pretenses.	1 – 10 days suspension.	Expulsion / Exclusion.	
Fighting —mutual combat in which one or the other party(ies) contributed to the situation by verbal and / or physical action.	1 – 10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
Assault, Aggravated —committing an assault upon another person with a weapon or an assault which inflicts great bodily harm.	Expulsion / Exclusion.		
Assault, Physical —acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.	1 – 10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
Bodily Harm, Inflicting – committing a reckless act that unintentionally causes bodily harm to another person.	1 – 10 days suspension.	Up to 10 days suspension to Expulsion / Exclusion.	Expulsion / Exclusion.
Nonconsenting intercourse	Expulsion / Exclusion.		
Nonconsenting sexual contact	1 – 10 days suspension.	1 – 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
Sexual Extortion —threatening an individual to obtain sexual favors or promising preferential treatment for sexual favors.	1-10 Days Suspension.	Expulsion / Exclusion.	
Firearms Possession —any firearm, whether loaded or unloaded, including BB and pellet guns, in school zone.	10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.	
Replica Possession —any device or object that is a facsimile and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher, or any other type of firearm.	10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.	

Possession of Dangerous Weapons —any device designed as a weapon and capable of producing bodily harm or death or any flammable liquid or other device or instrument that, in the manner it is used, is calculated or likely to produce death or bodily harm in school zone.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.	
Ammunition —possession of bullets or other projectiles designed to be used in a weapon.	Detention / Suspension.	1 – 10 days suspension.	1 – 10 days suspension. Expulsion / Exclusion.
Explosives —possession and / or Use – Possession or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.	Expulsion / Exclusion.		
Fireworks —possessing, igniting, or offering for sale of any substance or combination of substance or article prepared for the purpose of producing a visible effect by combustion, explosion, deflagration, or detonation.	1 – 10 days suspension.	1 – 10 days suspension.	Expulsion / Exclusion.
Arson —intentional destruction or damage to school buildings or property by means of fire.	Expulsion / Exclusion.		

With all offenses, building administrators may use discretion in selecting a consequence.

INSUBORDINATION			
Expectation: Students are expected to: Follow instructions given by the teachers and staff. Allow “space” for others to succeed, promote safety, good order, and welfare of others. Act responsibly in and out of the classroom. (This includes in the halls, lyceums, dances, concerts, programs, fan busses, and extracurricular activities.)			
Behaviors	1st Offense	2nd Offense	3rd/Future Offenses
Insubordination —willful refusal to follow any direction or order by a staff member.	Possible but not limited to detention.	1 – 5 days suspension.	3 – 10 days suspension.
Disorderly Conduct —any action taken (interference, disruption, or obstruction) in an attempt to prevent a staff member or student from exercising his / her duties.	1 day suspension.	2 – 5 days suspension.	5 – 10 days suspension.
Profanity / Obscenity — verbal abuse, profanity, or obscenity directed at a staff member.	One day of suspension	Habitual or repeated violations may lead to further suspensions.	Habitual or repeated violations may lead to maximum suspension or expulsion.
Profanity / Obscenity — verbal abuse, profanity, or obscenity directed at a student.	Possible but not limited to detention.	Habitual or repeated violations may lead to suspension	Habitual or repeated violations may lead to maximum suspension or expulsion.

Disruption to School —disrupting a school activity by shouting, throwing items, spitting, or other rude behavior.	Possible but not limited to detention.	Detention / Suspension.	Habitual or repeated violations may lead to suspension.
Physical Force —use of physical force to attack a student or staff member.	Up to 10 days suspension. Expulsion / Exclusion.	10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
Record Falsification —refusing to give proper identification, giving false information to a staff member, or falsifying signatures or data.	1 day suspension.	3 days suspension.	5 days suspension. Expulsion / Exclusion.
Academic Dishonesty —including but not limited to cheating individually or with another student to take credit for work that is not their own, unapproved test or information access, and plagiarism.	Possible loss of credit.	Possible loss of credit. Up to 10 days suspension.	Loss of credit. Up to 10 days suspension.
Public Display of Affection —displays of affection including hugging, kissing and hand holding	Possible but not limited to detention.	1 day suspension.	3 – 5 days suspension.
Bomb Threat —intentionally giving a false alarm of a bomb.	Up to 10 days suspension. Expulsion/Exclusion	Expulsion/Exclusion.	
Fire Alarm, False —intentionally giving false alarm of a fire or tampering or interfering with any fire alarm.	5 days suspension.	Expulsion / Exclusion.	
Harassment and Bullying —participating in or conspiring with others to engage in acts that degrade, intimidate, or disgrace other individuals, including indecent exposure and words or actions that negatively impact an individual or groups based on their racial cultural or religious background, their sex or any disability they may have.	Possible but not limited to detention and suspension.	3 – 5 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.
Unauthorized Use of Equipment —use of headsets, cell phones, video games, pagers, rollerblades, skate boards, hacky sack, cards, etc.	Possible but not limited to detention and confiscation of device.	Habitual violations may lead to suspension.	Habitual violations may lead to suspension.
Throwing Objects to / from Vehicles —throwing any items inside a bus, from outside a bus to inside a bus, or from inside a bus to outside a bus.	Parent notification. Detention.	Parent notification. Suspension from bus for 1 – 5 days.	Parent notification. Privilege to ride bus revoked.
Sexual Behavior – Unacceptable sexual behavior including consensual behavior towards/with others.	Parent notification. 1-3 days suspension	Parent notification. 3-5 days suspension	Parent notification. Up to 10 days suspension. Expulsion/Exclusion.

With all offenses, building administrators may use discretion in selecting a consequence.

ACADEMICS

GRADUATION REQUIREMENTS

All students are required to have three years of mathematics and science and one semester of economics to qualify for graduation. Also, all students must pass the basic state proficiency tests in reading, math and writing in order to graduate. 24 credits are required for graduation from Crookston High School. Students must meet all graduation requirements to participate in the graduation ceremony.

Eight Semesters of English	4 credits
Eight Semesters of Social Studies	4 credits
Six Semesters of Mathematics	3 credits
Six Semesters of Science	3 credits
Two Semesters of Physical Education	1 credit
Two Semesters of Arts	1 credit (See Registration Guide for definition)
One Semester of Health	.5 credit
Thirteen Semesters of Electives	<u>7.5 credits</u>

TOTAL 24 credits

Graduation Ceremony Eligibility Criteria

1. Complete all required coursework
2. Attain required minimum number of credits
3. Maintain full time student status

No recognition symbols external of Crookston High School's blue cap/gown and gold honor society cords are permitted during the actual graduation ceremony.

FOUR YEAR PLANNING GUIDE

All students are required to be scheduled into at least 6 full time classes or the equivalent credits each semester.

Grade 9

Lit & Comp 9A/B
Physical Science
Intro to the Social Sciences/Geography
Spanish I
Algebra I
CCAT/Health
1 Elective each semester

Grade 10

Lit & Communications 10A/B
World History I/II
Biology I/II
Geometry
PE/1 semester Elective
2 Electives each semester

Grade 11

U.S. Lit. I/II
U.S. History/Cont. US History
Algebra II
Chemistry or Chem Comm or Physics
3 Electives each semester

Grade 12

American Government/Economics OR AP Gov
Senior English OR Creative Writing OR AP Lit
5 Electives each semester

****Please note**:** Two years of a single foreign language are required for Minnesota four-year public colleges.
******* Final passing grades for grade 12 must be reported to the guidance office three days prior to graduation date in order to be included in the graduation ceremony.

ACADEMIC LETTERING (9th-12th grade)

To be eligible to receive an academic letter at the end of the year, students must be enrolled in at least five half-credit classes (2.5 weighted credits) at CHS for first and second semester of the year they wish to receive their letter. They must also maintain a GPA of 3.7 or higher for said year.

ACADEMIC TESTING

These tests are offered at Crookston High School:

October 16	PSAT
October 26	ACT
November 25	ASVAB
December 14	ACT
February 8	ACT
April 4	ACT
June 13	ACT

DROP & ADD POLICY

Schedule changes will be made only if there is a mistake on the schedule. Only the principal or counselor will make schedule changes. Changes will be considered prior to the beginning of each semester and during the first week of the new semester.

GRADING SYSTEM

The following is the grading system used by Crookston High School:

Grade A: Excellent; the student does more than is required and does it exceptionally well.

Grade B: Above Average; the student does all that is asked and does it well.

Grade C: Average; the student does what is asked and does it satisfactorily.

Grade D: Below Average; the student fails to do the required work, or the quality of the work is not satisfactory, though not poor enough for a failure.

Grade F: Failure; the student fails to do the required work, and what is done is of poor quality.

Grade I: Incomplete; the student fails to do the required work, but because of unusual circumstances, is allowed to make up the work for a grade. Incompletes must be made up within two weeks of the completion of the grading period, be it a quarter, semester, or the whole year. Exceptions must be approved by the principal.

Grade N: No credit; a no credit grade can be given to a student if that student has not been in attendance a sufficient number of days for the teacher to make an evaluation of his / her work.

Grade S: Satisfactory; some classes, such as Special Education, and others to be designated can be given a satisfactory grade rather than a regular letter grade.

Grade U: Unsatisfactory; some classes, such as Special Education, and others to be designated can be given a satisfactory grade rather than a regular letter grade.

GRADUATION HONORS PROGRAM

Summa Cum Laude	GPA 3.900 to 4.000
Magna Cum Laude	GPA 3.800 to 3.899
Cum Laude	GPA 3.700 to 3.799

These honors represent a 4-year cumulative grade point average and are recorded on the graduation diploma.

HONOR ROLL

To be eligible for the Honor Roll at the end of each semester, students must be enrolled in at least five half-credit classes (2.5 weighted credits) at CHS per semester.

“A” Honor Roll = student has all A’s and a semester GPA of 4.00

“B” Honor Roll = student has a semester GPA of 3.00 to 3.99

INCOMPLETE GRADES

All incomplete grades must be made up within two weeks after the end of the grading period, unless otherwise arranged with the instructor and principal. It is the student’s responsibility to get and complete the work. If the work is not made up the “I” will be recorded as an “F” after two weeks.

NATIONAL HONOR SOCIETY

Students who are Juniors and Seniors and have a cumulative GPA of at least a 3.400 are eligible to receive a participation form for possible induction to the NHS. Criteria for this organization are Scholarship (GPA), Character, Service and Leadership. Pick up a brochure in the guidance office.

PROGRESS REPORTS & REPORT CARDS

Complete access to grades and academic progress (as well as behavior, attendance, lunch account, library usage, and other school related information) is available by visiting the district web page and logging on to Skyward Family Access using your login and password. Attendance is updated hourly and grades/~~web pages~~ are updated weekly. Grades and progress reports are available online and will not be mailed unless specifically requested. If a student is in danger of failing, the teachers are expected to contact the parent(s)/guardian(s) to insure that they are aware of the situation. Report cards will be available online at the end of each quarter. Please contact the high school office if you need a login and password.

EXTRA AND CO-CURRICULAR ACTIVITIES

ELIGIBILITY STANDARDS

The Crookston Schools provide a balanced variety of extra and co-curricular activities in which students are encouraged to participate. These activities are designed to furnish wholesome and entertaining experiences outside of the normal school day. They afford students an opportunity to achieve or excel in areas other than the traditional academic classroom. The philosophical and financial support for these programs is based on a belief that extra and co-curricular activities will help young men and women to develop healthy values, build leadership skills, learn responsibility, and acquire good character. **PARTICIPATION IN ANY OF THESE ACTIVITIES IS A PRIVILEGE AND BEARS WITH IT A RESPONSIBILITY.**

Because participants are held to a higher standard of conduct and achievement, the following eligibility standards must be met in order to participate in any extra or co-curricular activity:

Any student in grades 7 through 12, to be eligible to participate in any contest, game, match, competition or performance, whether as an individual or as a member of a group, which is scheduled outside of the school day or normal school schedule, is required to meet the same eligibility standards as are required of a student participating in any Minnesota State High School League activity and any additional standards required by school district policy. This requires meeting good conduct standards, academic standards, attendance regulations, and demands compliance with policies relating to chemical and illegal substance abstention.

This policy applies to all interscholastic athletics and all student organizations, including those which may not have competition. Exceptions do apply to local (non-MSHSL supported activities) music concerts and other approved music programs held throughout the year. (Note: The Leo Club will establish and manage any eligibility requirements for the Leo Club. Leo Club participation may not be used to clear eligibility in other co-curricular and or extra-curricular activities.)

The precise policies and forms related to extra and co-curricular eligibility are available through the athletic department and they are found in the general comprehensive High School Policy Manual.

STUDENT CODE OF RESPONSIBILITIES

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- ◆ I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- ◆ I will be fully responsible for my own actions and the consequences of my actions.
- ◆ I will respect the property of others.
- ◆ I will respect and obey the rules of my school and the laws of my community, state and country.
- ◆ I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

POST SEASON RECOGNITION

Any student who is proven to be in violation of MSHSL By Laws 202, 205, or 209 during the season is not eligible for lettering or any other post season awards for the season in which they began serving the penalty. Any seniors who have had a violation during their 9th-12th grade years are not eligible to receive Senior awards such as athlete of the year, 3 sport for 4 years, etc.

STUDENT ATHLETIC ACTIVITIES

Fall - Girls

Tennis (M. Geffre)
Swimming & Diving (M. Melbye)
Volleyball (A. Stopa)
Soccer (S. Reese)

Winter - Girls

Basketball (D. Zimmerman)
*Figure Skating (E. Uttermark)
Dance Team (A. Winger)
Hockey (T. Moe)

Spring - Girls

Softball (TBD)
Golf (J. Perreault)
Track and Field (A. Boll)
*Clay Target (Gjerswold)

Fall - Boys

Football (S. Butt)
Soccer (L. Boike)

Winter - Boys

Hockey (J. Hardy)
Basketball (G. Garmen)
Wrestling (W. Hanson)

Spring - Boys

Track and Field (W. Folkers)
Tennis (C. Brekken)
Golf (S. Kofoed)
Baseball (M. Bakken)
*Clay Target (Gjerswold)

* Not school sponsored, although a letter can be earned.

* Note: State send-offs are reserved for school sponsored activities.

ACTIVITIES & CLUBS

Following is a list of non-athletic organizations and activities sponsored by Crookston High School:

Optimist (Yearbook) (S. Dufault) 10-12	Junior/Senior Prom (L. Morgan) 11-12
Speech (TBD) 7-12	Student Council (L. Morgan) 7-12
FCA (G. Stegman) 7-12	Knowledge Bowl (TBD) 7-12
Envirothon (W. Hanson) 9-12	LEO Club (Linda Morgan) 9-12
Visual Arts (G. Stegman) 10-12	Riverwatch (J. Hanson) 7-12
Musical Groups (Band, Choir, Orchestra & Jazz Band) (Torgerson, Fjeld, Ellis) 7-12	
Marching Treasures and Marching Shields – part of marching band	
Drama (One-Act B. Carlson, Three-Act B. Carlson) 9-12	

ATHLETIC PARTICIPATION FEES

Grades 7-8: \$75.00 per sport. (Hockey is \$138.00, which includes \$63.00 for ice time.)

Grades 9-12: \$125.00 per sport. (Hockey is \$188.00, which includes \$63.00 for ice time.)

Sports included: Tennis, Volleyball, Dance Team, Swimming and Diving, Soccer, Basketball, Softball, Baseball, Golf, Track and Field, Hockey, Wrestling, and Football.

Maximum Family Fee: \$500.00

CO-CURRICULAR PARTICIPATION FEES

Instrument Fees: \$65.00 per school-owned instrument

Choir Participants (9-12): \$40.00 per participant

Orchestra Participants (7-12): \$50.00 per participant

9th -12th Band: \$65.00 per participant

7th & 8th Band: \$50.00 per participant

Maximum Family Music Fee*: \$275.00 per family

One-Act Play: \$50.00 per participant (cast), \$25 per participant (crew)

Three-Act Play: \$50.00 per participant (cast), \$25 per participant (crew)

Speech: \$50.00 per participant

Knowledge Bowl: \$50.00 per participant

***Maximum family fee does not include instrument fees.**