

Parent & Student Handbook

Policies, Procedures, and Required Notices



2024-2025

CROOKSTON
HIGH SCHOOL



**WE ARE COMMITTED
TO EXCELLENCE**

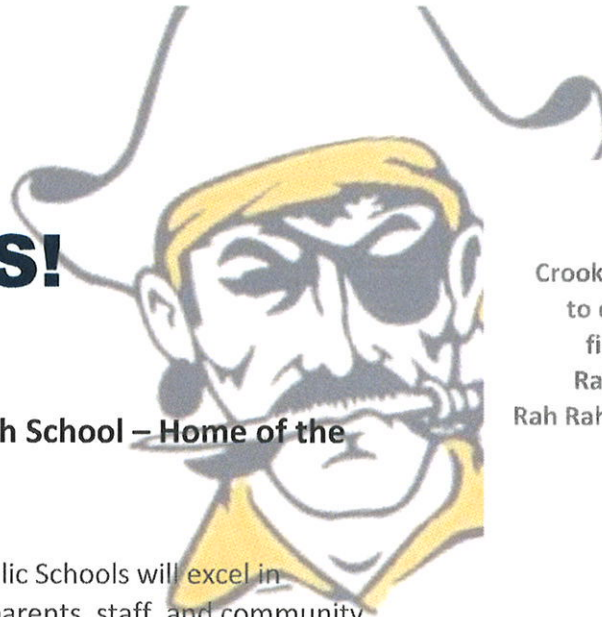
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www.crookston.k12.mn.us

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WE ARE

PIRATES!



SCHOOL SONG

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 Rah . . . hats off to Crookston
High!

Welcome to Crookston High School – Home of the Pirates!

Communication: Crookston Public Schools will excel in communicating with students, parents, staff, and community.

A Culture of High Expectations: Crookston Public Schools will be a place in which high expectations are set for our students and staff.

Relationships: Crookston Public Schools will excel in building strong relationships with students, families, staff, and community.

Exceptional Systems of Support: Crookston Public Schools will provide a strong system of mental health and academic support for students and families.

A TRIBUTE TO CROOKSTON HIGH SCHOOL

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



Go Pirates!

Sincerely,

Matt Torgerson
Crookston High School Principal
matthewtorgerson@isd593.org

- P** R I D E
- I** N D I V I D U A L I T Y
- R** E S P E C T
- A** C T I V E C O M M U N I T Y
- T** E A M W O R K
- E** Q U A L I T Y
- S** C H O O L S P I R I T

MISSION AND VISION

C O M M I T T E D T O E X C E L L E N C E

CONTACT INFORMATION

CROOKSTON HIGH SCHOOL

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DISTRICT ADMINISTRATION

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SCHOOL BOARD

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DAILY SCHEDULE

Daily Time Schedule

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

Late Start Schedule

Warning Bell	10:15
1 st Hour	10:20-10:53
2 nd Hour	10:58-11:31
3 rd Hour	11:36-12:09
Lunch (9 th -12 th)	12:14-12:44
4 th 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

Early Dismissal Schedule

Warning Bell	8:15
1 st Hour	8:20-8:55
2 nd Hour	8:50-9:15
3 rd Hour	9:20-9:45
4 th Hour	9:50-10:15
5 th Hour	10:20-10:45
6 th Hour	10:50-11:20
7 th Hour	11:25-11:55
Lunch	12:00-12:30

CROOKSON HIGH SCHOOL 101

- School Hours:
8:20 a.m. to 3:15 p.m.
- Passing time between
classes is 5 minutes
- Classes are offered by
semester

Check out the 2024-25 School Calendar

STAY CONNECTED

Keep track of grades and attendance. Crookston's online student management system provides parents/guardians access to vital information to support your child's success at CHS.

SKYWARD

Stay up to day with social media accounts for snapshots of academics, important announcements and all the important events happening at CHS.



TWITTER

@CrookstonPirate



FACEBOOK

@CrookstonPirates



INSTAGRAM

@crookstonpirates



YouTube

Crookston Public Schools

Bookmark the following websites for CHS headlines and program details.



www.crookston.k12.mn.us/crookston-high-school

www.crookston.k12.mn.us/departments-activites

www.region8mn.org/public/genie/58/school/1/

Stay up to date with all of Crookston High School news and information. From needing to know if school is closed to what exciting happenings are occurring at CHS, there are many ways to stay connected.

PIRATE HAPPENINGS

Pirate Happenings is produced weekly and provides you with the upcoming weeks events.

LOCAL NEWS

Also look to our local news for announcements and happenings.

KROX RADIO

CROOKSTON DAILY TIMES



GENERAL INFORMATION

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 <http://www.crookston.k12.mn.us/schoolboard-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.



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.
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 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 49 of this handbook.*

CELL PHONES, MP3 PLAYERS, AND OTHER ELECTRONICS

Cell phones and other electronic devices shall not be seen or heard by faculty and staff. Students in grades 9-12 may use their devices only during passing time and lunch. Students in grades 6-8 are expected to keep their devices powered off and in their lockers upon arrival through the dismissal bell. Headphones and earbuds may not be worn or used during class. 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. The use of camera phones (or other recording devices) is strictly forbidden in private areas, such as locker rooms, restrooms, dressing areas, and any other area where there is an expectation of privacy. Such use may result in criminal charges per MN Statute 609.746.

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 your 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 students in grade 9-10 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 9-10 may not be in the parking lots. Students in grades 9-10 are not allowed to leave during lunch and must stay in the commons until dismissed from lunch. Any student in grades 9-10 must have a parent come into the building and sign them out as well as drive them to leave for lunch each time. No food delivery services are allowed during school hours. Juniors and Seniors are allowed to leave the building, and be in the parking lot when going for lunch or leaving as a PSEO student. This privilege can be revoked at any time due to tardiness, poor attendance, abuse, or other inappropriate behavior. Students who 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. Leaving campus without prior permission may be subject to disciplinary action.

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 students arrive and will be stored in a secure area. A rule of thumb is to simply not bring any. Students may be subject to a breathalyzer before entrance to a school dance. Guests must be attending or graduated from an accredited high school to attend the dance.

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.

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.

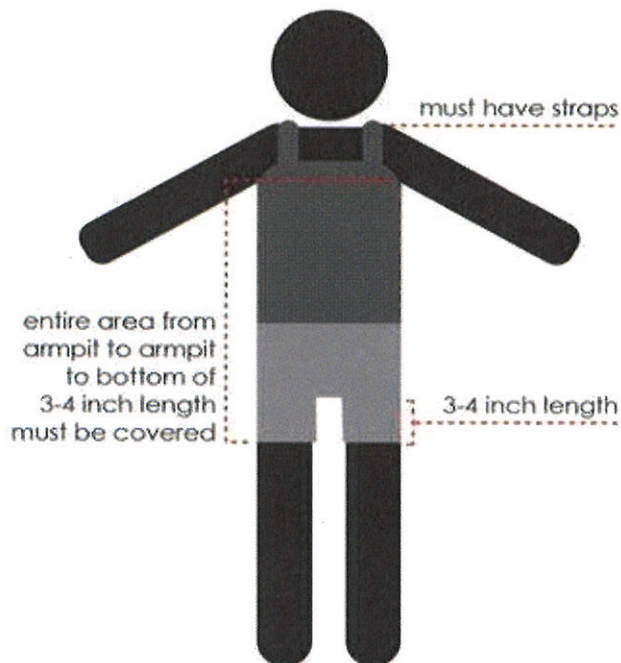
DRESS CODE

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).

Clothing should cover areas from one armpit across to the other armpit down to 3-4 inches in length on the upper thighs/inseam.

Inappropriate clothing includes, but is not limited to:

- Hoods and distracting headgear
- 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.



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. 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 provided a lunch card that they will scan at the end of the breakfast/lunch line. All students will receive one free breakfast and one free lunch per school day. Any additional entrees will be charged accordingly. A deli is available for a la carte purchases during lunch time. Deposits can be made any time during the day. The management reserves the right to shut down deli privileges.

FUNDS AND FUNDRAISING

All fundraising activities will be approved, in advance by the administration and School Board by September 30th for the year. Money collected must be deposited in the office each day.

GRADUATION EVENTS

School and District 593 to honor the seniors who have met the state and district requirements for graduation. Seniors need to be within 1 credit of meeting all graduation requirements to participate in commencement. Seniors will wear their graduation cap (no decoration) and gown that was purchased from the school. Nothing other than honor medallions and gold National Honor cords will be permitted as additional recognition. Students wearing more than this when lining up for the ceremony may lose the privilege or participating in the ceremony. 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.

HOME & AWAY EVENTS

Students are reminded that while attending both home and away events, they represent Crookston Public Schools. 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. Staff will not be responsible for, nor investigate, the loss or damage of electronic equipment or related materials. Students should not share lockers. Decorations outside the locker are 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. Copy and paste the link to see the school district policy.

https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/2b57f6_d3881f366bcc4c39a6243fb4e5874a3a.pdf

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. The school will:

- Provide print materials for reference and general materials.
- Provide electronic data bases and reference materials.
- Provide 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.
- Violators of the above will be sent back to their classroom or office.
- Repeated offenses carry the possibility of suspended Media Center privileges.
- 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 principal.

PERSONAL RELATIONSHIPS

It is noted that personal relationships do develop between students during the school year. 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 disciplinary action.

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. Guests must be in 11th or 12th grade, under 21, and attending or graduated from an accredited high school 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.

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. Parents/Guardians are considered visitors to the school and should adhere to the same stipulations as all other visitors.

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 (some exemptions may apply such as inhalers, EpiPens, etc.).

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

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-mph 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 SUCCESS & COUNSELING 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, 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 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.

ACADEMIC OPTIONS

COLLEGE IN THE HIGH SCHOOL (CIHS) PROGRAM

This program is for students to earn college and high school credit simultaneously, in the high school setting, while transitioning into a post-secondary mindset. Students learn time management, practice independent and critical thinking skills, shoulder a new level of accountability, all while learning rigorous content. The College in the High School program is a dual enrollment partnership between Crookston High School and the University of Minnesota Crookston. Successful completion of a CIHS class will earn a student .75 credits toward their graduation requirements.



POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis.

EARN A CROOKSTON DIPLOMA

GRADUATION REQUIREMENTS

District 593 students must complete credit requirements to receive a Crookston High School diploma. Students are on a 7-period semester schedule. Most classes equal .5 credits. Credit requirements are listed in the chart. All students are required to have three years of mathematics and science and one semester of economics to qualify for graduation. In addition, students must pass the Minnesota Comprehensive Assessment math, reading and science tests.

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, gold honor society cords and academic medallions are permitted during the actual graduation ceremony.

GRADUATION REQUIREMENTS

SUBJECT	CREDITS
English	4
Social Studies	4
Mathematics	3
Science	3
Physical Education	.5
Arts	1
Health	.5
Electives	8
Total Credits for Graduation	24

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.

*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



FOUR YEAR PLANNING GUIDE

9 th Grade		
	1 st Semester	2 nd Semester
Required English	English 9 Lit & Comp 9A	English 9 Lit & Comp 9B
Required Social	Social 9 Intro to the Soc Sci	Social 9 Geography
Required Science	Science 9 Physical Science	Science 9 Physical Science
Required Math	Math Beginning Algebra	Math Beginning Algebra
Required Elective	Spanish I	Spanish I
Required Elective	CCAT	CCAT
Elective	Band, Choir, Orchestra Or Study Hall	Band, Choir, Orchestra Or Study Hall
11 th Grade		
	1 st Semester	2 nd Semester
Required English	English 11 US Literature I OR College English OR Creative Writing	English 11 US Literature II OR College English OR Creative Writing
Required Social	Social 11 US History	Social 11 Cont. US History
Required Science	Science 11 Chemistry OR Intro to Chemistry OR Physics	Science 11 Chemistry OR Intro to Chemistry OR Physics
Required Math	Math Intermediate Algebra/Trigonometry	Math Intermediate Algebra/Trigonometry
Elective		
Elective		
Elective		
Alternative		
Alternative		

10 th Grade		
	1 st Semester	2 nd Semester
Required English	English 10 Lit & Comp 10A	English 10 Lit & Comp 10B
Required Social	Social 10 World History I	Social 10 World History II
Required Science	Science 10 Biology I	Science 10 Biology I
Required Math	Math Geometry	Math Geometry
Required Elective	Phy Ed/Health	Phy Ed/Health
Elective		
Elective		
Alternative		
Alternative		
12 th Grade		
	1 st Semester	2 nd Semester
Required English	English 12 Senior English OR Creative Writing OR AP Lit & Comp OR College English	English 12 Senior English OR Creative Writing OR AP Lit & Comp OR College English
Required Social	Social 12 Government OR AP Government AND Economics	Social 12 Government OR AP Government AND Economics
Elective	Suggested Science Elective	Suggested Science Elective
Elective	Suggested Math Elective	Suggested Math Elective
Elective		
Elective		
Elective		
Alternative		
Alternative		

GRADE CLASSIFICATION BY ACADEMIC CREDITS

Students shall be considered to be in a certain grade based upon credits earned. The student shall be considered a member of the following class for purposes of class meetings, class ranks, honor roll, and other honors and responsibilities.

Student Classification	Criteria
9 th Grade	Minimum of 4 passed 8 th grade classes with at least 3 being from core content areas*
10 th Grade	Minimum of 6 credits
11 th Grade	Minimum of 12 credits
12 th Grade	Minimum of 18 credits
Graduation	Minimum of 24 credits in the correct content areas

*Core content areas are Math, English, Science, and Social Studies

PSEO & CIHS CREDIT EQUIVALENTS

All PSEO and CIHS credits earned count toward a student's overall GPA. One credit earned from a college equates to .25 credits at the high school level. Example: a 3-credit college class would equate to .75 credits at the high school level.

DROP & ADD POLICY

Schedule changes will be made only if there is a mistake on the schedule. Only the counselor (or principal if necessary) 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



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. This grading is not included in GPA.
- 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. This grading is not included in GPA.

Class of 2028 and Beyond		
Grade Letter	Percentage	GPA
A	94-100	4.00
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	Below 60%	0.00

Class of 2025-2027 (current)		
Grade Letter	Percentage	GPA
A	94-100	4.00
A-	90-93	4.00
B+	87-89	3.00
B	83-86	3.00
B-	80-82	3.00
C+	77-79	2.00
C	73-76	2.00
C-	70-72	2.00
D+	67-69	1.00
D	63-66	1.00
D-	60-62	1.00
F	Below 60%	0.00

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.

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 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 will contact the parent(s)/guardian(s) to ensure that they are aware of the situation. Report cards will be available online at the end of each quarter. Please contact the office if you need a Skyward login and password.

ACADEMIC LETTERING (9TH-12TH)

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 3.667 or higher for said year.

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. Classes with S-U grading do not count toward Honor Roll.

"A" Honor Roll = student has all A's and a semester GPA of 3.667 to 4.0

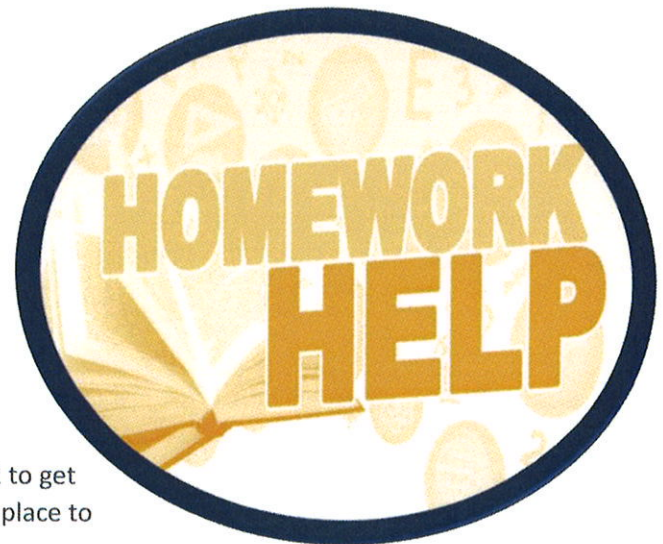
"B" Honor Roll = student has a semester GPA of 3.00 to 3.666

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.

P.A.T.C.H.

P.A.T.C.H. is an after-school program at CHS for students in grades 6-12 to get support on assignments, finish projects, take a test or just have a quiet place to study. It is offered Monday – Thursday from 3:30 p.m. to 4:30 p.m. A snack is provided to students who attend. Transportation is also available for students who live in town through the Tri-Valley B.U.S. Snacks and Transportation are supported by: The United Way of Crookston.



EXTRA & CO- CURRICULAR ACTIVITIES

Crookston Public Schools believe that interscholastic activities are an integral part of our school's total educational program. The activities program is a complete extension of our basic educational philosophy of preparing students to become productive, contributing citizens of their community.

Crookston Public Schools believe that participation contributes to the development of health, happiness, physical skills, maturity, sportsmanship, decision-making skills, self-confidence, and self-discipline of each participant.



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 6 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.)

School Sponsored Activities & Clubs

- Band
- Choir
- Competition One-Act Play
- Envirothon 9-12
- Junior/Senior Prom
- Knowledge Bowl
- LEO Club
- Marching Band
- National Honor Society
- Orchestra
- Pep Band
- Pop Choir
- Pop Strings
- Speech
- Student Council
- Three-Act Play
- Valley Fiddlers
- Visual Arts 10-12
- Yearbook (Optimist) 10-12

Non-school Sponsored Activities & Clubs

- FCA
- GSA

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.

ATHLETIC TEAMS

FALL SEASON	Start Date
Tennis – Girls'	Aug 12
Volleyball – Girls'	Aug 12
Soccer – Boys' & Girls'	Aug 12
Football – Boys'	Aug 12
WINTER SEASON	Start Date
Basketball – Boys' & Girls'	Nov 18, Nov 11
Dance Team – Girls'	Oct 21
*Figure Skating – Girls'	
Hockey – Boys' & Girls'	Nov 11, Oct 28
Wrestling	Nov 18
SPRING SEASON	Start Date
Baseball – Boys'	Mar 17
*Clay Target – Boys' & Girls'	TBD
Golf – Boys' & Girls'	Mar 17
Softball – Girls'	Mar 10
Tennis – Boys'	Mar 24
Track & Field – Boys' & Girls'	Mar 10

*Not school sponsored but letter can be earned

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

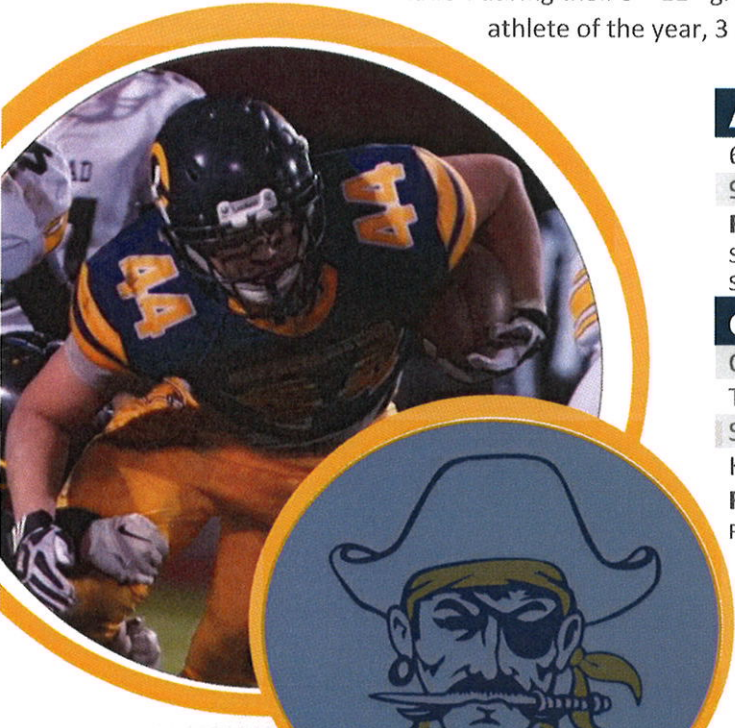
STUDENT CODE OF RESPONSIBILITIES

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.



ATHLETIC PARTICIPATION FEES

6 th – 8 th Grade	\$75.00 (Hockey is \$138.00)
9 th – 12 th Grade	\$125.00 (Hockey is \$188.00)
Family Max	\$500
Sports included: Tennis, Volleyball, Dance Team, Swimming, Soccer, Basketball, Softball, Baseball, Golf, Track and Field, Hockey, Wrestling, Football.	

CO-CURRICULAR PARTICIPATION FEES

One-Act Play	\$50.00 (Cast), \$25.00 (Crew)
Three-Act Play	\$50.00 (Cast), \$25.00 (Crew)
Speech	\$25.00 (6-8 Grade), \$50.00 (9-12)
Knowledge Bowl	\$25.00 (6-8 Grade), \$50.00 (9-12)
Family Max	\$275
Family max does not include instrument fees.	

CATEGORY I ACTIVITIES

ATHLETICS & SPEECH
CROOKSTON HIGH SCHOOL
CHEMICAL ELIGIBILITY

(Penalties for Use and/or Possession of Alcohol, Tobacco, or Other Drugs)

Definition - Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities

1) Speech Activities including One Act Play – when a school schedules a season of interscholastic contests.

Rule

During the year, regardless of quantity, a student shall not possess or use tobacco or alcoholic beverages, use or consume, have in possession, buy, sell, or give away any other controlled substance including performance-enhancing drugs (like anabolic steroids).

Philosophy and Purpose

The Minnesota State High School League and School District 593 recognize the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

To participate in the extra-curricular program at Crookston should be considered a privilege. This privilege is extended to the student who is willing to abide by the standards of the School Board and coaching staff. If a student chooses to violate these standards he/she has withdrawn himself/herself from the extra-curricular program for a specified period of time.

1. At any time during the calendar year, a student shall not, regardless of the quantity:
 - A. use or consume, have in possession a beverage containing alcohol;
 - B. use or consume, have in possession tobacco; or,
 - C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia;
 - D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
“Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
 - E. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.
2. All violations of this policy will require a meeting with the principal or designee and a meeting with a member of the counseling/guidance office.
3. **Penalties for Category I Activities**
 - A. **First Violation Penalty**
 1. The student shall lose eligibility for the next **two (2) consecutive interscholastic contests or two weeks, 14 calendar days**, whichever is greater, of a season in which the student is a participant.
 - B. **Second Violation Penalty**

The student shall lose eligibility for the next **six (6) consecutive interscholastic contests or three weeks, 21 calendar days**, whichever is greater, in which the student is a participant.
 - C. **Third or Subsequent Violation Penalty**
 - 1) The student shall lose eligibility for the next **twelve (12) consecutive interscholastic contests or four weeks, 28 calendar days**, whichever is greater, in which the student is a participant.

- 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a) the student is assessed as chemically dependent, and
 - b) enters treatment voluntarily, and
 - c) the director of the treatment center certifies that the student has successfully completed the treatment program.
 - d) The treatment option cannot be used for the first or second violation.
 Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

D. Applying the Penalty

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

**STATEMENTS TO BE SIGNED BY PARTICIPANT AND PARENT
AS PART OF THE ON-LINE REGISTRATION**

Rev. July 2023

CATEGORY II ACTIVITIES

ALL EXTRA-CURRICULAR ACTIVITIES

(Excluding Athletics and Speech)

CROOKSTON HIGH SCHOOL

CHEMICAL ELIGIBILITY

(Penalties for Use and/or Possession of Alcohol, Tobacco, or Other Drugs)

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

Fine Arts Activities

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

Rule

During the year, regardless of quantity, a student shall not possess or use tobacco or alcoholic beverages, use or consume, have in possession, buy, sell, or give away any other controlled substance including performance-enhancing drugs (like anabolic steroids).

Philosophy and Purpose

The Minnesota State High School League and School District 593 recognize the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

To participate in the extra-curricular program at Crookston should be considered a privilege. This privilege is extended to the student who is willing to abide by the standards of the School Board and coaching/advisory staff. If a student chooses to violate these standards he/she has withdrawn himself/herself from the extra-curricular program for a specified period of time.

1. A student shall not at any time, regardless of the quantity:
 - A. use or consume, have in possession a beverage containing alcohol;
 - B. use or consume, have in possession tobacco; or,
 - C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
 - D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
"Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
 - E. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.
2. All violations of this policy will require a meeting with the principal or designee and a meeting with a member of the counseling/guidance office.
3. Penalties for Category II Activities
 - A. **First Violation Penalty**
After confirmation of the first violation, the student shall lose eligibility for **one (1) public performance** in which the student is a participant.
 - B. **Second Violation Penalty**
After confirmation of the second violation the student shall lose eligibility for at least **two (2) public performances** in which the student is a participant.
 - C. **Third or Subsequent Violation Penalty**
 - 1) After confirmation of the third or subsequent violation the student shall lose eligibility for at least **three (3) public performances** in which the student is a participant.
 - 2) If after the third or subsequent violations a student chooses to become a participant in a treatment program, he/she may become eligible for participation after a minimum period of six weeks after entering treatment if
 - a) the student is assessed as chemically dependent, and
 - b) enters treatment voluntarily, and
 - c) the director of the treatment center certifies that the student has successfully completed the treatment program.Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
 - D. **Applying the Penalty**
 - 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
 - 3) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
 - 4) The student must participate in all practices and team functions and complete the entire season in which the penalty has been applied for the penalty to count. Penalty will be extended to make up for missed time/days.

- 5) A student who is under penalty for a violation of a League bylaw may not join a second extra-curricular activity in order to fulfill a penalty.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) A student shall be disqualified for all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies the violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

STATEMENTS TO BE SIGNED BY PARTICIPANT AND PARENT

* **Special Note:** These provisions apply to all extra-curricular activities locally, whether or not the activities are directly supported and sanctioned by the Minnesota State High School League.

Rev. July 2023

TRAVEL POLICY FOR ALL TYPES OF ELIGIBILITY

(CHEMICAL AND SCHOLASTIC)

Students that are ineligible for any reason may not travel with the team or sit on the bench at away games until the penalty has been served.

Students that are ineligible for any reason may attend home games and sit on the bench but they may not dress in game uniform until the penalty has been served.

SCHOLASTIC & ATTENDANCE ELIGIBILITY

CROOKSTON HIGH SCHOOL MINNESOTA STATE HIGH SCHOOL LEAGUE

Participation in extra-curricular activities shall be governed by individual school regulations and by MSHSL Rules & Regulations for activities under the League's jurisdiction. Copies of the High School League Rules & Regulations and Crookston High School Activity Rules & Regulations signed by parent/guardian and student must be on file with the Activities Director prior to participating in any school activity.

1. Scholastic/Academic Requirements

To be academically eligible, a student must maintain progress toward successful completion of classes as shown by ongoing checks. Following are the procedures used at Crookston Schools to maintain current checks on academic progress. When determining a student's grade for eligibility purposes, the grade will be figured on a cumulative basis from the beginning of the quarter. Grades will be checked electronically every Monday. Students with a failing grade in any class will be declared ineligible for competition throughout the balance of that calendar week (Monday through Sunday). Students and coaches will be notified by the athletic director if they are ineligible on Mondays.

PSEO students will be required to update the counselor before 10 AM each Monday with a copy (electronic or hard copy) and are expected to adhere to this regulation as well. Students enrolled in credit recovery courses who want to participate in extracurricular activities are required to show at least 7% weekly progress through the online curriculum.

Students who are failing at the end of a grading period will be ineligible for one week into the next grading period. This includes between semesters.

2. School Attendance Requirement

A. Daily Attendance

A student must attend all of his/her classes, except in the case of the following: pre-approved absence, family emergency, or medical emergency, in order to practice and/or participate in a school contest on the same day. The student must present to the principal or activities director a **signed statement from the doctor regarding the absence**. A student who remains home and misses any amount of class time due to general illness, but later returns to school that same day, may not participate in that particular day's practice or scheduled contest without the consent of the principal or activities director. Students reporting to school or to class after the first 10 minutes without an excused absence will be considered absent and therefore ineligible.

B. Unexcused Absence or Truancy

Unexcused absence or truancy from school or class during the season {Example: Remaining home the morning following an event for the purpose of rest is not an approved absence} will result in:

1. **First Offense:** Suspension for one (1) MSHSL contest and/or one (1) performance
2. **Second Offense:** Possible suspension the next two (2) consecutive interscholastic events or two (2) weeks of a season, whichever is greater, in which the student is a participant.

Any student who, under any circumstance, participates while ineligible will have the ineligibility extended for an additional two (2) weeks. If there is ever any doubt, ask the principal or activities director before participating.

STATEMENTS TO BE SIGNED BY PARTICIPANT AND PARENT

Special Note: Local concerts and other annually stipulated orchestra, band and choir programs can be exceptions from academically based eligibility requirements only. **ATTENDANCE AND SUBSTANCE ABUSE STANDARDS APPLY TO ALL MUSIC ACTIVITIES**

Rev July 2023

CROOKSTON HIGH SCHOOL CAPTAINCY AND LEADERSHIP POSITIONS AND CONSEQUENCES DUE TO MSHSL VIOLATIONS

Students who serve in leadership positions serve as role models to other students. Consequently, student leaders will be subject to removal from their leadership positions when they engage in conduct that constitutes a MSHSL Bylaw 202, 205, 209 violation. Bylaw 202 is Assault, Bylaw 205 is a Chemical violation, Bylaw 209 is sexual/racial/religious harassment and hazing. For purposes of this policy, the following terms and definitions will apply:

"Leadership position" means but is not limited to: class officers, student council officers, student activity officers (FFA, Knowledge Bowl, National Honor Society, ...), team captains, homecoming or prom attendants/royalty.

For Bylaw definitions refer to the MSHSL handbook pages 30-46.

Consequences:

First violation: The student -athlete cannot be a captain for 1 year (3 seasons to include the current season). If the violation occurs during a season all awards given or nominated by the coach/school will not be earned in that violation season. Student-athletes may still earn awards in other seasons. Students can have the opportunity to earn this title back after the 1-year probation. To do this, students must submit a formal letter to the Activities Director requesting a meeting to appeal their case and follow through on any plan that may result from the meeting. In cases of disagreement, the student may appeal the decision to the building principal. After hearing the appeal, the Principal's decision will be final.

Second violation: The student athlete will no longer be eligible to be a captain for the remainder of his/her high school career. If the violation occurs during a season all awards given or nominated by the coach/school will not be earned in that violation season. They may still earn awards in other seasons

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 understand 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 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 seventeen (17) but is under the age of eighteen (18) who decides to withdraw from school must have a formal conference so stating his/her intent to withdraw from school or he/she will be considered truant. The 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

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.

REPORTING AN ABSENCE

All day student absences should be reported in ONE of the following ways by 9:00 a.m. on the day of the absence:

1. Skyward Online Family Access (Preferred)
2. Call: (218) 281-2144

*Please allow a minimum of 2 hours during the school day to process your request.

ARRIVING LATE TO SCHOOL

A student coming in late should bring a note to office upon arrival.

LEAVING EARLY

A student leaving early should bring a note at the start of the school day to receive a permit to leave the building early.

UNEXCUSED ABSENCE

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 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

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 10 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. 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, 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 principal shall be final.

REGULATIONS & DISCIPLINE

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 interfere with the function of the school.

The consequences for disruptive 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 disruptive behavior that may occur, those not included in this code will be responded to as necessary by staff. This code assumes 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 disruptive 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.)

STUDENT RIGHTS

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

DISRUPTIVE BEHAVIOR, DISCIPLINE & CONSEQUENCES

Specific activities are listed as disruptive 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 disruptive 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

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 and verbal manner; and
- To recognize and respect the rights of others.

disruptive 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 disciplinary steps, but may remove a student at any time they deem 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 disruptive 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 disruptive 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:

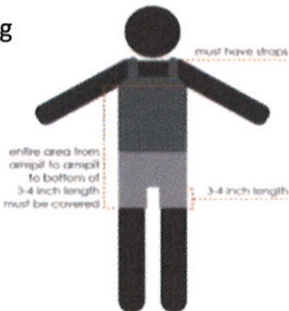
1. Student conference with teacher, principal, counselor or other school personnel, and verbal warning;
2. Parent contact;
3. Parent conference;
4. Removal from class;
5. In-school suspension;
6. Suspension from extracurricular activities;
7. Detention or restriction of privileges;
8. Loss of school 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 disruptive 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 offence warrants it.

In addition to the consequences detailed in this regulation, a specific school or District Transportation Department may respond to student disruptive 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.

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

ATTENDANCE			
Expectation:			
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 10 minutes late, they are considered absent from the class. Extra-curricular eligibility is based on 10 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	1st Offense	2nd Offense	3rd/Future Offenses
Skipping —leaving class, the school building, or school grounds without a pass.	Possible but not limited to detention/suspension. Loss of credit for missed work. Parent notification.	Possible but not limited to detention/suspension. Loss of credit for missed work. Parent notification.	Possible but not limited to detention/suspension. Loss of credit for missed work. Parent notification.
Excessive Tardies —Three (3) unexcused tardies	Detention. Parent notification.	Detention. Parent notification.	Detention. Parent notification.
Forgery —Forging or falsifying parent/guardian notes, excuses, or other documents.	Detention / Suspension. Parent notification.	Detention / Suspension. Parent notification.	Detention / Suspension. Parent notification.

DRESS CODE			
Expectation:			
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. Blankets are not an acceptable form of clothing.			
Behaviors	1st Offense	2nd Offense	3rd/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.	Change of clothing. Detention possible.	Parent notification. Change of clothing. Detention.	Habitual violations may lead to suspension.

DRESS CODE

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
Headwear —hood or other distracting headgear worn during the school day.	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.	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.

SUBSTANCE & TOBACCO POSSESSION & USE

Expectation:

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.	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. Possible expulsion/exclusion.	Expulsion / Exclusion.

FOOD & BEVERAGE

Expectation:

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.

DAMAGE OR DESTRUCTION TO SCHOOL OR PERSONAL PROPERTY

Expectation:

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

Behaviors	1 st Offense	2 nd Offense	3 rd /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/suspension 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.	Possible but not limited to detention/suspension and retribution.	3 days suspension and retribution.	5 days suspension and retribution. Expulsion / Exclusion.
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.	Up to 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, unauthorized presence in a district vehicle, and/or being on school property while skipping or serving out of school suspension.	Up to 5 days suspension.	Up to 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.	Up to 5 days suspension.	Up to 10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.

VIOLENCE/ABUSE TOWARD OTHERS

Expectation:

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	1 st Offense	2 nd Offense	3 rd /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.	Up to 10 days suspension. Expulsion / Exclusion.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
Firearms Possession —any firearm, whether loaded or unloaded, including BB and pellet guns, in school zone.	Up to 10 days suspension. Expulsion / Exclusion.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.

VIOLENCE/ABUSE TOWARD OTHERS

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
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.	Up to 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.	Expulsion / Exclusion.
Arson —intentional destruction or damage to school buildings or property by means of fire.	Expulsion / Exclusion.		

INSUBORDINATION

Expectation:

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	1 st Offense	2 nd Offense	3 rd /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.
Photographs/Recording – any student taking photos or recording others in school, on the bus, or at any school sponsored activity without prior approval from the subject of the photo or video. This includes sharing videos that others may have taken.	Possible but not limited to detention.	1 – 5 days suspension.	3 – 10 days suspension.
Profanity / Obscenity — verbal abuse, profanity, or obscenity directed at a staff member.	1-day suspension.	2 – 5 days suspension.	5 – 10 days suspension.
Profanity / Obscenity — verbal abuse, profanity, or obscenity directed at a student.	Possible but not limited to detention.	1 – 5 days suspension.	3 – 10 days suspension.
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.
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.	Reduction in grade. Possible loss of credit.	Reduction in grade. Possible loss of credit.	Loss of credit. Up to 10 days suspension.

INSUBORDINATION			
Behaviors	1st Offense	2nd Offense	3rd/Future Offenses
Public Display of Affection —displays of affection including hugging and kissing	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 are intimidating, threatening, abusive, or harmful that is objectively offensive. Refer to District Policy 514	Up to 3 days suspension.	3 – 5 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.
Unauthorized Use of Equipment —use of headsets, cell phones, video games, rollerblades, skate boards, etc.	Possible but not limited to detention and confiscation of device/equipment.	Confiscation of device/equipment which will be brought to the office for parent/guardian retrieval.	Habitual violations may lead to suspension.
Technology & Telecommunication Misuse – Videotaping, distributing, and/or promoting the distribution of fights and/or assaults. (Includes an accomplice to any fight who may assist by encouraging the act of the fight by instigating, promoting, or videotaping/recording the fight.)	Up to 3 days suspension.	3-5 days suspension.	Up to 10 days 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. Possible Suspension from bus for 1 – 5 days.	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.