



ST LOUIS COUNTY SCHOOLS

INDEPENDENT SCHOOL DISTRICT 2142

2021-2022

Student Handbook

Cherry

North Woods

Northeast Range

South Ridge

Tower-Soudan



Dear Parents / Guardians and Students:

Welcome to the St. Louis County School District, ISD # 2142. We are glad you are attending one of our schools. This handbook is designed to answer many of the questions you might have about the rules, regulations, activities, and district-wide guidelines/policies in our five schools of Cherry, Northeast Range, North Woods, South Ridge, and Tower-Soudan.

The board policies for St. Louis County Schools can be found on the district webpage at <https://www.isd2142.net/page/3074>. If you have any questions you can contact your school office.

The administration and I are looking forward to helping you have a successful school year, and are open to suggestions you might have.

Sincerely,

Reggie Engebritson
Superintendent of Schools
St. Louis County School District, ISD # 2142

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PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are 7:30 a.m. to 4:00 p.m. The school day is 8:25 a.m. to 3:12 p.m. on Monday, Tuesday, Thursday, and Friday. The hours for Wednesday are 8:25 – 2:02. Students may be dropped off after 8:00 a.m. and must be picked up by 3:30 p.m., 2:15 on Wednesdays. The exception would be those students involved in activities after school.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- Insurance fees for technology.
- Damage and/or non-return of district owned property.

Students will be charged for textbooks, workbooks, district electronic devices, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal or dean of students.

Fundraising

All fundraising activities conducted by student groups, organizations and/or parent groups must be approved by the building principal in advance. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Messages to Students

A telephone is available in the office for student use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited.

Parent and Teacher Conferences

Parent and teacher conferences will be held each fall and spring. Each school will send out information regarding dates and times.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the building principal or dean of students regarding completion of a background check. Parents/guardians who visit the school should sign in at the school office before entering a classroom.

Prom

Students attending the prom must be a junior or senior. A junior or senior may invite a sophomore or an out-of-school guest; however, the guest must be approved by the principal at each site. The student guest must be 19 years old or under and/or not more than one year removed from high school.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The St. Louis County School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the school athletic director.

2021-2022 EXTRA-CURRICULAR FEES

Participation Fees

Varsity and JV Athletes	\$120.00
Jr High (Grades 7-8) Athletes*	\$ 60.00
Students qualifying for reduced lunch will pay 50% of the participation fee	
Varsity and JV Athletes	\$ 60.00
Jr High (Grades 7-8) Athletes*	\$ 30.00
Students qualifying for free lunch will pay 25% of the participation fee	
Varsity and JV Athletes	\$ 30.00
Jr High (Grades 7-8) Athletes*	\$ 15.00
Maximum Family Participation Fee	\$500.00

*Jr High Fees apply to athletes who participate only on 7th & 8th grade teams. If an athlete participates at the Jr High level and also participates at the JV or Varsity level, he/she will pay the Varsity/JV Athlete fee.

Special Education

Special Education Services for Students

In accordance with state and federal mandates, the district assesses and appropriately serves students with disabilities. District staff use a child study process to systematically screen, assess and, if appropriate, place students in special education services.

Students are entitled to a free appropriate public education in the “least restrictive environment” (usually the school the child would attend if the child did not have a disability).

The amount of time and type of service required shall be determined by the IEP process.

The school district shall protect disabled students from discrimination on the basis of disability and shall identify and evaluate learners who, within the intent of the law, need special services, accommodations, or programs in order that such learners may receive the required free appropriate education.

Section 504 Process for Students

Section 504 is a federal law, which prohibits discrimination against persons with a disabling condition in any program receiving federal financial assistance. The law defines a person with a disabling condition as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities;
- Has a record of such an impairment, or
- Is regarded as having such an impairment

The district has specific responsibilities under the act, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

School Closing Procedures

School may be cancelled when the superintendent believes that the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be sent via the Infinite Campus Alert System as well as broadcast on local radio and television stations.

Searches

In the interest of student safety and to ensure that schools are safe and chemical free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their

personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

According to state law, 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 officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student’s Person

The personal possessions of a student 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.

Vehicles on Campus

Patrols and Inspections

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

Search of the Interior of a Student’s Motor Vehicle

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

PART II — ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Class Rank/Honor Roll

St. Louis County Schools will not award valedictorian and salutatorian awards. Recognition for outstanding academic achievement will be awarded as follows:

HIGH HONORS - Awarded to all seniors who have earned a cumulative GPA of 3.67 after the third marking period of the senior year.

HONORS - Awarded to all seniors who have earned a cumulative GPA of 3.0 after the third marking period of the senior year.

It is recommended that two honor students be selected by each senior class to give the traditional commencement address.

Every student who has a grade point average of 3.00 to 3.66 is listed on the "B" Honor Roll. Those students with a grade point average of 3.67 to 4.00 will be listed on the "A" Honor Roll. Only those subjects meeting five days each week will be used in determining grade point averages. The following grade points will be used to average honor point:

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 0.67
B- = 2.67	D- = .067
C+ = 2.33	F = 0

Early Graduation

Students may be considered for early graduation, as provided for within state law, upon meeting the following condition:

1. All course and credit requirements must be met.
2. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision.
3. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Grades

Students' grades will be reported at mid-term and at the end of each during the year. Report cards will be delivered electronically to parents at the end of each grading period.

Students grades, attendance and behavior reports may be viewed online on Infinite Campus. **If you applied for Parent Portal access last year, you do not have to apply this year.** Your username and password have not been changed. To access Parent Portal, a link has been provided on the District 2142 website at www.isd2142.net or you can type in the Parent Portal address at:

<https://arcc.infinitecampus.org/campus/portal/parents/stlouisco.jsp>

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from the St. Louis County Schools.

Course Required

In order to receive a diploma, students must successfully complete at least 24 credits in grades 9-12 and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	
Mathematics	3	Must include Algebra and Algebra II.
Science	3	Must include one credit of biology and one credit in chemistry or physics.
Social Studies	4	Must include United States history, geography, government and citizenship, world history, and economics.
Arts	1	
Physical Education	1	
Health	$\frac{1}{2}$	
Elective Courses	$7 \frac{1}{2}$	

$\frac{1}{2}$ credit is earned with each semester final grade.

Post-Secondary Enrollment Options

St. Louis County Schools will comply with all rules and regulations established by the State concerning the post-secondary options program. A PSEO Contract will be signed by the students and parents to outline their responsibilities by May 30th per Minnesota State Statute.

Summer School/Night School

The school district may provide summer school learning opportunities. For more information, contact the school counselor.

Academic Eligibility Policy for Student Athletes

1. Varsity, Junior Varsity and C team. Student athletes who receive a failing grade for quarter 1, semester 1, quarter 3 or semester 2 will not be eligible for game play upon grades being officially posted for the period of 10 calendar days from the first official contest or 1 game, whichever is a greater period of time. In addition, if a student athlete who receives an F for quarter 1, semester 1, quarter 3 or semester 2 is failing any class at mid quarter, they will will not be eligible for game play for the period of 10 calendar days, or 1 game, whichever is a greater period of time starting with the official posting of mid quarter grades.

*Exception. A student who fails a semester II course who makes up that class during summer school of that same year will not be ineligible for their next sports season.

2. Junior High team. A specific policy will be set by each school's administration that outlines academic eligibility requirements that must be met by members of each junior high team. This policy will be posted on the school website and included in all team informational packets.

PART III — RULES AND DISCIPLINE

Attendance

The information on this page is a brief summary. For additional guidance, please see MN State Statute 120A.22.

School attendance is a joint responsibility to be shared by students, parents/guardians, teachers and administrators.

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Procedure for Reporting an Absence: Report any absence before the start of the school day in Infinite Campus or call your school's 24 hour attendance line. Failure to notify the school will result in a phone call from the school to check on the location of your child.

Excused Absences

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

The following reasons shall be sufficient to constitute excused absences:

- (1) Parents verified illness. (up to 3 consecutive days or 8 total per semester)
- (2) Doctor verified illness with written verification from the medical provider.
- (3) Family emergencies or serious illness in the family. (up to 3 days per year)
- (4) A death or funeral in the student's immediate family or of a close friend or relative. (up to 4 days per year)
- (5) Family vacation with advanced notice (up to 5 days per year)
- (6) A student's condition that required ongoing treatment for any health related issue (physical or mental) with a note from provider.
- (7) Medical, dental or orthodontic treatment or counseling appointments.
- (8) Court appearances occasioned by family or personal action.
- (9) Religious instruction or holiday with advanced notice.
- (10) Physical emergency conditions such as fire, flood, storm, etc.
- (11) Serving a suspension.
- (12) Active duty in any military branch of the United States.

Unexcused Absences

All absences and tardies are unexcused by default. Students and families have 48 hours from the time a student returns to school to contact the school or produce a letter, note, or any documentation verifying a valid excuse reason in order to convert an unexcused code to an excused code. In cases of recurring unexcused absences, administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes. Students attending St. Louis County Schools who attain 7 or more unexcused absences are considered a habitual truant and may be referred to the county attorney's office

Make-Up Work

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed because of excused absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Procedure when a student is absent from school:

Call the school office or send a note with the student.

All student absences will be considered unexcused unless verified as excused by a parent/guardian.

When leaving during school hours, a student must have a signed note from parent/guardian. This note is their pass to leave the classroom at the designated time. Students must sign out in the office.

If a student is late arriving, they must have either a parent come in the building and sign them in OR have a signed note from a parent/guardian explaining the reason for the late arrival. Please present a note from the doctor or dentist at this time.

A student who will be absent for two or more days must present to the attendance secretary a signed note from a parent/guardian indicating the days they will be absent. The student will receive a Pre-Arranged Absence Form, on which they will note any homework to be completed and ask each teacher to sign. Please complete one week in advance.

A student who becomes ill during the school day must report to the health office. Parents will be contacted if it is necessary to arrange for an ill student to be taken home.

No student is to leave the building or its premises during the school day without the school's permission.

Required Truancy Reporting

A. Continuing Truant

Minnesota Statute 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute 120A.05, without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school; or
2. Three (3) or more class periods on three (3) days if the child is in middle school, junior high, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statute 260A.03 provides that the school attendance officer or other designated school official may notify the student's parent/guardian, by first-class mail or other responsible means, of the following:

1. That the child is truant.
2. That the parent/guardian should notify the school if there is a valid excuse for the child's absence.
3. That the parent/guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120A.22 and parent/guardian who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34.
4. That the notification serves as the notification required by Minnesota Statute 120A.34.
5. That alternative educational programs and services may be available in the district.

6. That the parent/guardian has the right to meet with appropriate school personnel to discuss the solutions to the child's truancy.
7. That if the child continues to be truant, the parent/guardian may be subject to juvenile court proceedings under Minnesota Statute Ch. 260.
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's privilege pursuant to Minnesota Statute 260C.201.
9. That it is recommended that the parent/guardian accompany the child to school and attend class with the child for one day.

[Where services and procedures under Minnesota Statute 260A are available within the school district, the following provisions should also be included in the policy]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years of age who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school or for one or more class periods on seven (7) school days if the child is in middle school, junior high school, or high school or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven (7) school days and who has not lawfully withdrawn from school.
2. A school district attendance officer may refer a habitual truant child and the child's parent/guardian to appropriate services and procedures, under Minnesota Statute Ch. 260A.

D. School Truancy Referral Form

All schools will be in compliance with utilizing the school referral form.

Buses—Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school principal or dean of students. Serious misconduct may be reported to local law enforcement. The school zone and bus/school rules include 50 yards from the bus stop.

Misbehavior in School Vehicles

Bus behaviors include but are limited to the following. The consequence for these offenses on the bus will include family contact, and could include bus suspensions based on the number and severity of the incident.

Insubordination when the bus is in motion (as required by Minnesota Statute 169.447), including not keeping hands, arms, legs and head inside their area, language or disrespecting others. Students must stay seated while the bus is in motion and use safety belt when applicable.

Tampering With Emergency or Safety Equipment -- Unauthorized handling of emergency or safety equipment on the bus, including first aid kits, fire extinguishers, and emergency doors, windows or hatches.

Throwing Objects -- Throwing any items inside a bus, from outside to inside or from inside to outside a bus.

Improper Boarding or Departing -- Getting on or off the bus in a manner which could cause injury to self or others.

Student Misbehavior, Discipline and Consequences

The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, at a school or district activity or at a school bus stop.

Category I Offenses	Category II Offenses	Category III Offenses
Brief Insubordination Running Out of Seat Off-task behavior Yelling Tattling Horse Play Dress Code PDA Disrespect Minor/Brief Disruption Minor Name Calling/Teasing Cell Phone/Electronics Leaving Classroom without permission Cheating/Plagiarism Prohibited Items/Distractions including toys	3 Minor Category I Violations Abuse, Verbal Bullying Disruption, Gross Destruction of Property Fire Extinguisher, use Fireworks, use/possession Gambling Incendiary Device, Possession/Use Insubordination, Gross Language, Inappropriate Name Calling/Teasing Physical Contact Public Display of Affection Technology Violation Threatening Language Vandalism Vehicle, Unauthorized Use	Ammunition Possession Arson Assault, Physical Bodily Harm Bomb Threat Burglary Chemical Paraphernalia Chemical Possession, including Vapes Chemical Use, including Vapes Distribution/Selling Chemicals Explosive Possession/Use Extortion/Robbery Fighting Fire Alarm, False Harassment Hazing Sexual Violence Stealing Theft/Receiving Stolen Property Trespassing Vandalism, Major Weapon Weapon Look Alike
Possible Consequences/Restorative Practices	Possible Consequences/Restorative Practices	Possible Consequences/Restorative Practices
Address behavior Increased proximity Remind appropriate behavior Non-verbal redirection Verbal redirection Conference with student Phone call home Confiscate (cell phone/electronics) Offer student a choice Loss of Privilege Minor Documentation (Required) Behavior Contract	Conference with Dean or Principal Conference/Phone call to parent/guardian Lunch detention Detention during recess Remove from activity Documentation After School Detention Apology Social Skills, individual or group After/Before School Program Restorative Practices In School Suspension Removal from Class	Conference with Dean or Principal Conference with parent Lunch detention Recess detention Removal from activity/Sport After school detention In-School Suspension Tobacco Cessation Program Apology Social Skills, individual or group Out of School Suspension Referral to Law Enforcement Expulsion Alternative Educational Placement

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing that exposes undergarments, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- 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 affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats and hoods are not to be worn in the building except with the approval of the building principal (i.e., students undergoing chemotherapy, medical situations).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the building principal or dean of students;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" policy, see Appendix 10. Contact the building principal or dean of students if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

PART IV — HEALTH AND SAFETY

Asbestos Program

The school district is subject to the Asbestos Hazard Emergency Response Act of 1986 (AHERA) which provides establishment of federal regulations which require inspections for asbestos-containing materials and the preparation and submission of an appropriate management plan with respect to all school buildings. AHERA further provides that the school district is required to appoint an Asbestos Program Manager who is responsible to ensure proper implementation and compliance with all of the requirements of AHERA. The Maintenance Supervisor of the school district has been designated by the Superintendent as the Asbestos Program Manager for St. Louis County Schools.

Child Abuse and Neglect

District employees are required to immediately report evidence of child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances to the Child Protection Unit of St. Louis County Social Services. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action.

Do Not Resuscitate-Do Not Intubate

The school district will not honor “Do Not Resuscitate/Do Not Intubate” Orders regarding students and such orders shall not be incorporated into any of its individual student education plans or any of its individual student health care plans.

School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.

School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.

The parent/guardian will be notified of the emergency as soon as possible.

Notwithstanding this school district policy, IEP (individual education plan) and 504 teams must develop individualized medical emergency care plans for students when indicated in keeping with state and federal law.

Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Orders, shall be advised of and shall be given a copy of this policy.

Emergency Closing

The building principal is empowered to close school or to dismiss the school population early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When this regularity of operation ceases, serious difficulties are caused and the welfare of children may be jeopardized.

Schools may not properly be closed merely to avoid inconvenience. While under certain circumstances it may be prudent to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school shall be closed. In making the decision to close school, the principal shall consider many factors relating to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of an emergency condition, which would make the operation of school difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The building principal shall weigh these factors and shall take action to close the school only after consultation with traffic and weather authorities and school officials from neighboring districts. Students, parents, and staff shall be informed early in each school year of procedures, which will be used to notify them in case of emergency closing.

Fire Drills

The fire alarm is an emergency warning system. They are not to be set off by anyone unless there is a real emergency. Tampering with the alarm system is a violation of federal law, and violators will be reported to the proper legal authorities.

Fire drills will be held periodically to keep students familiar with procedures of evacuation.

Students should discontinue immediately whatever they are doing and walk out of the building.

The following directives will be observed:

- 1) No books or personal belongings should be taken along.
- 2) Students must be quiet in case any special instructions are given.
- 3) The first two children out should hold doors open.
- 4) Walk out in a single file.
- 5) Once outside, move away from the building to the designated area.
- 6) Re-enter the building only after the all-clear signal has been given by the principal/designee.

Health Services

The purpose of the health service in the school is to help each child attend school in optimum health and to benefit from the school experience. With this purpose in mind, the school shall work to stimulate in every child the desire to safeguard his or her own health so that he or she may face the school experience with a healthy body and an eager mind. However, the school is not to take over the responsibility that belongs to the parents. The training of the school staff does not qualify them to prescribe or make diagnosis.

First Aid - First aid measures are initiated by school personnel in case of emergency until the parents/guardians can take over. In emergency situations, the parents/guardians are notified as soon as possible. Parents/guardians are reminded to keep up to date information available on emergency cards at school.

Illness at School - If a student becomes ill while in school, school officials will make every effort to contact parents/guardians or others designated on their child's emergency card.

Health Consultation - The school nurse is available for health consultations to students, parents, and school staff. The school nurse can be reached by contacting the school office. Parents/guardians should contact the school nurse as soon as possible if their child(ren) have special health needs.

Immunization Requirements

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

Immunization Requirements (Includes home schooled students)

1. Prior to a student's first day of attendance at school or participation in any school-sponsored activity, the student or the student's parent/guardian shall provide the school nurse with one of the following:
 - a. a statement from a physician or a public clinic which provides immunizations, documenting that the student received the immunizations required by law,
 - b. a statement from a physician or a public clinic which provides immunizations documenting that the student has commenced a schedule of the remaining required immunizations, and is not overdue for any immunizations per the "catch-up" schedule.
2. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the day, month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the students.
3. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements listed above or statement of exemption to the superintendent of the school district by October 1 of each school year.
4. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency or law, students and/or parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any district school until the required data has been submitted.
5. Students shall have required immunization records prior to being enrolled. Students who do not provide the appropriate proof or documentation shall be excluded from school until such time as it has been provided.

Exemptions

Students will be exempt from the foregoing immunization requirements under the following circumstances:

1. The parent or guardian of a minor students or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
2. The parent or guardian of a minor student or emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or student.

School health staff will review records and if necessary, notify parents of potential for school exclusion due to noncompliance with Minnesota immunization statutes.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

Safety and Security

To enhance the safety of students, staff and visitors, district officials follow the safety and security guidelines listed below.

At Each School

- All visitors are asked to report to the office when they arrive at school.
- Staff is expected to question people in the building whom they don't recognize and who are not wearing a nametag or badge, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Portions of the building that will not be needed after the regular school day are closed off.
- Safety and security information is included in newsletters and handbooks for students, staff, and parent(s).

District Title I Parent Involvement Policy

St. Louis County Schools is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

The St. Louis County Schools District agrees to implement the following requirements:

- The St. Louis County School District will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- The St. Louis County School District will work with its schools to ensure that the required school-level Parent Involvement Plan meets the Title I requirements, and includes, as a component, a school-parent compact.
- In carrying out the Title I parent involvement requirements, to the extent practicable, the St. Louis County School District and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

St. Louis County Schools
School – Parent Compact

The schools within the St. Louis County School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parent and the school staff will share the responsibility for improved student academic achievement by working in partnership.

School Responsibilities

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
2. **Hold parent-teacher conferences in November and provide parents with frequent updates on their Child's progress throughout the year.**
3. **Provide parents reasonable access to staff.**
4. **Provide parents opportunities to volunteer and participate in their child's class.**
5. **Seek out feedback from parents through surveys and communication.**

Parent Responsibilities

1. **Monitor attendance.**
2. **Monitor homework.**
3. **Stay informed about my child's education by attending school conferences, attending school functions and reading notices.**
4. **Volunteering at school as appropriate when time permits.**

Parent Portal

Parent Portal provides access to your student's schedule, attendance records, behavior records, report cards, transcripts, and posted assignments. In addition, a student calendar provides a list of the student's assignments that have been posted and are due on a certain day. A "family" calendar provides information on all students in your household. Links on the student's schedule provide access to teacher email accounts. Payments for various school fees can be set up and be paid online through the Parent Portal.

From the Parent Portal, you are also able to view directory information about your family members such as address and phone numbers. If you notice any incorrect or missing information, please notify your building secretary so corrections can be made.

Parents can also view each student's lunch account to monitor what the student is eating, how often he/she is eating, and how much money is in the account. Meal plan payments can be made and recurring payments set up through your parent portal.

If you applied for Parent Portal access last year, you do not have to apply this year. Your username and password have not been changed. To access Parent Portal, a link has been provided on the District 2142 website at <https://www.isd2142.net> or you can type in the Parent Portal address at: <https://arcc.infinitecampus.org/campus/portal/parents/stlouisco.jsp>

If you have not applied for Parent Portal access, you can email portal@isd2142.k12.mn.us to request a login..

The information provided on Parent Portal is intended for the use of authorized parents/guardians only. St. Louis County Schools are not responsible for the misuse of usernames and passwords or the distribution of information obtained from Parent Portal by unauthorized individuals.

Hazing

The following definitions shall be used to clarify this policy:

1. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - a. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body;
 - b. any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
 - c. any activity involving the consumption of any alcoholic beverage, drug tobacco product, or any food, liquid, or substance that subjects the student to an unreasonable risk or harm that adversely affects the mental or physical health or safety of the student.
 - d. any activity that intimidates or threatens the student with ostracism; that subjects a student a student to extreme mental stress, embarrassment, shame, or humiliation; that adversely affects the mental health or dignity of the student, or discourages the student from remaining in school; or
 - e. any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
2. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in or permit, condone, or tolerate hazing.

This policy applies to behavior that occurs on or off school property and during and after school hours.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to a school district official.

Upon the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, student, or others pending completion of an investigation of hazing.

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

The school district shall discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

St. Louis County Schools

Digital Device Implementation Handbook

Overview

The St. Louis County School District is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st century skills needed to be self-directed learners. We believe that effective teaching and learning includes the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making device technology available to all secondary school students as described below.

All students in grades Pk-8 will have an iPad and students in grades 9-12 will have a laptop made available to them in the schools.

The following requirements and guidelines apply to the device Implementation initiative.

I. Student Responsibilities

- A. Students are expected to use the device appropriately for educational purposes.
- B. Students are expected to have their device in school each day with a fully charged battery. Charging stations will be available in the media center for students who may need a recharge during the school day or for students who might not be bringing their device home. Repeated failure to bring the device to school or failing to charge the battery may result in the loss of home privileges for the student.
- C. Students are responsible to download to the device any necessary documents, assignments, and/or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- D. Students may load photos on their District-owned device for instructional purposes. The use of music on the device during instructional time will be at the discretion of the classroom teacher. Students may set their own background photos. The background must be appropriate and must include the students FIRST and LAST legal names. The font size and color must be easy to read for staff's use in recognizing the owner of the device. The presence of inappropriate music or photos, as determined by school officials, may result in the loss of the device and/or other disciplinary actions, outlined in the Student Handbook.
- E. Students may not install software, download apps or attempt to reconfigure the software of the device. If non-conforming apps or software are discovered on District-owned device, the device will be restored to the school set of software, and disciplinary action may be enacted. Tech staff are not responsible for saving, restoring or backing up documents, music, or photos that students may be storing on the device.
- F. Students are encouraged to store documents, worksheets, notes and other files on their device, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Google Docs or Dropbox.
- G. Students attempting to hack or jailbreak the device will be subject to disciplinary action.
- H. Students will not be allowed to personalize the case provided by the school. If students wish to provide their own case and personalize it, it must be approved by technology staff, and the District-provided case must be returned to the school.

- I. Students are discouraged from printing and encouraged to use email and cloud-storage solutions.
- J. If students choose to set a passcode for their device, they are required to use their lunch code as the password.

II. Parent Expectations

- A. Parents are encouraged to attend a Parent device Orientation. Subsequent orientations will be available online via the District website at <http://isd2142.net> on each device or other electronic device.
- B. The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the device at home.
- C. Parents are responsible for filling out and signing the Student-Parent Agreement form handed out at the orientation session and is also found in the Student-Parent handbook.
- D. If necessary, parents are expected to assist their child fill out any forms needed to report theft or damage.
- E. Parents are encouraged to become familiar with the device and help ensure the use of the technology to track their child's progress. The device allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.
- F. Parents should help to ensure that only the student and parents use the school-assigned device.

III. Terms of the device Loan

- A. The device will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology Insurance or waiver has been received.
- B. Legal ownership of the device remains with the District. The use of the device is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy, and all other District policies.
- C. Student devices and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are suspended or expelled will return the device and accessories at the time of withdrawal. Students returning to school the following year will be issued the same device that was previously assigned to them.
- D. The District reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- E. Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- F. Software and apps will be managed by the District, due to the need to comply with licensing agreements.
- G. The device will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using District-owned equipment or technology systems.

- H. If technical difficulties arise with an device, or non-conforming content is discovered, the device will be restored by tech staff. If the tech staff needs to restore a device, the District is not responsible for the loss of any content put on the device by the student.
- I. Each device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the device itself in any fashion.
- J. The use of the device during instructional time is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

IV. General Care Instructions

- A. The device screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the device.
- B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the device before pulling the cord from the wall outlet.
- C. The iPads must be kept in the SCHOOL ISSUED protective cases at all times. The laptops should be transported in their cases.
- D. Students should never put weight on the device, stack items on top of them or wedge them tightly into a backpack or case. The device cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- E. Liquids, food and other debris can damage devices. they should be closed in cases and away from food and liquids when students are eating.
- F. The device should not be exposed to temperature extremes. Students should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees. If the device is cold, it should be allowed to warm up to room temperature before use. A device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- G. The battery life of the device is shortened by using wi-fi, bluetooth, high screen brightness, and videos, students should learn to manage these settings and apps to improve battery performance.
- H. Students are encouraged to refer to the device Instruction Manual located on the device for further information.

V. Protection Plan

- A. There is an annual insurance that can be purchased for the device. The cost for the insurance is \$40 per student. A cap of \$100 per family with three or more students in grades using the device is established. If the student qualifies for Free/Reduced Lunch, please see the School Office for payment options. *If parents wish to provide documentation in the form of a homeowner's insurance rider covering the cost of repair or replacement of the device, the annual fee will be waived. Parents also have the option of choosing no insurance plan and would be responsible for all repairs and replacements. Those charges would be billed by an outside agency.*

VI. Security and Theft Prevention

- A. The device may **ONLY** be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
- B. The student is responsible for the security of the device at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the device.
- C. Students should keep personal information about themselves and others off the device. Password security for network systems should be maintained. It is the responsibility of the student to keep his or her information secure.

VII. Damage, theft, repair

- A. Damage or hardware issues must be reported **IMMEDIATELY** to the appropriate school personnel. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.
- B. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the device. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
- C. Theft must be reported **IMMEDIATELY** to the appropriate school personnel. Students/parents will be required to fill out a theft report with the local authorities. This report is available from each school's main office. The report is necessary to file the serial number so the device cannot be sold through Pawn Shops.
- D. The device contains software that can be activated to track and recover the missing device. The District will coordinate with law enforcement to track missing or lost devices.

VIII. Connecting to the District Network

- A. Students/families who own **their own iPad or laptop** (not Smartphones) may use these in school in place of a District-owned devices subject to the following conditions:
 - 1. The device is available to the student for use everyday at school.
 - 2. The student/family is willing to provide the same apps, including any paid apps that are provided on the school device and required for the student's coursework. Licensing agreements for paid content prohibit the school from installing content purchased by the school account on devices not owned by the District.
 - 3. The District is not responsible for and cannot provide technical support for personally owned devices.
- B. Any personally-owned devices that are brought into the District must be brought to the media center and registered with technology staff before they are allowed onto the school network. This is for network security purposes as well as to comply with federal legislation regarding Internet content filtering.

- C. The District is not responsible for the loss, theft or damage of any personally-owned devices that are brought to school.