

Pine Island Senior High School

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SCHOOL SONG

“MINNESOTA ROUSER”

Pine Island High school hats off to thee
To our colors true we should ever be
Firm and strong united are we
Rah Rah Rah Rah Rah Rah Rah Rah
Hats off to Pine Island High

All information contained in this book can also be found on the school web site.

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ALL CHANGES TO THIS YEAR'S HANDBOOK ARE IN ITALICS

PLEASE NOTE

The Principal may use his discretion on all rules and regulations contained in this handbook. Accommodations may be made as necessary. The primary intention of the Principal and District is to be consistent in following the rules in this handbook, but rules may be dealt with on a case by case basis.

PINE ISLAND HIGH SCHOOL ATTENDANCE POLICY

PHILOSOPHY

Regular attendance in all classes is vital to insuring a quality learning experience and productive future for all students. Classroom experiences are both meaningful and essential components of the learning process. Regular class attendance instills self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances. Make-up assignments can never fully replace the learning experience students miss when they are absent from class.

Messenger service, gift delivery:

The High School office is not a messenger service. We will only pass messages to students in extreme emergencies. Appointments and information that the parent did not remind the student of is not an emergency. We may take the message and attempt to give the information to the student. However, we will not be held liable if the information is not received by the student. Please do not have gifts such as flowers or presents delivered to the school, they will not be delivered.

Call Downs

The office does not do call downs. We will try, not promise, to get messages to students to their period 5 teacher to give to the student during their advisory time. This will be the first 15 minutes after lunch and prior to the start of the fifth hour class.

ASSIGNMENT OF RESPONSIBILITIES

Successful implementation of the attendance policy is dependent on students, parents/guardians, teachers and administrators working together. The responsibilities assigned to each of these groups are outlined below.

STUDENT RESPONSIBILITIES

1. Attend each class and arrive in class on time.
2. If an absence occurs that is not pre-excused or school-related, follow these procedures:
 - Bring a note from your parent/guardian within 24 hours of your return to school and have the note verified and a make-up slip issued by the high school. **If a parent/guardian note is not presented to the high school office within 24 hours, the absence will remain unexcused permanently.**
 - Show your make-up slip to each teacher.
 - Make up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with the classroom teacher.
3. If a pre-excused absence occurs, follow this procedure:
 - Bring a note from your parent/guardian before the absence occurs, have the note verified by the high school office, and obtain a pre-excuse slip.
 - Show the pre-excuse slip to each teacher.
 - Make-up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with individual classroom teachers.
4. If a student must leave school during the school day, he/she must check out with the nurse's office or high school office **before leaving the building**. In all cases, the student must have the permission of his/her parent or guardian.
5. The student must check in with the high school office when returning to school from an appointment or when coming to school after the school day has begun, *if they do not, the absence will not be excused.*

PARENT RESPONSIBILITIES

1. Expect your child to attend all classes regularly.
2. Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days.
3. Notify the high school office, in writing, of an extended pre-excused absence before the absence occurs.
4. Notify the high school office by phone each day your child is absent from school, unless the absence is pre-excused.
5. Send a note with your child within 24 hours of his/her return to school from any absence.
6. Contact the high school office, counselor, and/or teacher if you have any concerns about your child's attendance.
7. Hold your child accountable for regular attendance and following the attendance policies.

TEACHER / PARAPROFESSIONAL RESPONSIBILITIES

1. Take attendance accurately during each class period.
2. Report any discrepancies in the daily attendance report to the attendance secretary immediately.
3. Maintain timely and accurate attendance records, the teacher's attendance record is the official one.
4. Write, distribute, and explain each course attendance policy to all students.
5. File a copy of the course attendance policies in the high school office at the beginning of each semester.
6. Follow the procedures outlined in the school's attendance policy.
7. Adopt classroom policies that provide incentives for regular attendance.
8. Communicate with parents/guardians if a student's attendance is adversely affecting his/her grade as soon as the attendance has reached the point where it will impact the student's grade.
9. Any teacher/counselor that causes a student to be late or absent must take care of the attendance issues for that time period with the office.
10. It is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

ADMINISTRATOR RESPONSIBILITIES

1. Distribute the attendance policy to all students, parents/guardians, and staff.
2. Plan interventions with counselor for students with excessive absences.
3. Communicate with parents/guardians regarding students with issues and concerns related to attendance.
4. Review disputes related to classification of absences.
5. Encourage school-wide policies and practices that provide incentives for regular attendance.

CLASSIFICATION OF ABSENCES

EXCUSED ABSENCES

These absences are subject to administrative authorization. The authority to decide whether an absence is excused or unexcused rests with the building principal. Absences normally excused include:

1. Illness. A physician's statement may be required at the discretion of the building principal.
2. Medical, dental, legal and other professional appointments, excluding photographers.
3. Family emergencies. * Multiple or frequent requests may be denied.*
4. Religious observances.
5. Parent/guardian requests. These absences will be excused at the discretion of the administrator. * Multiple or frequent requests may be denied.*
6. In or out-of-school suspensions imposed by the administrator.

Students may make-up work missed due to excused absences for full credit. Work must be made up within two (2) school days for each day absent unless other arrangements have been made with individual classroom teachers. Any decisions regarding special arrangements should be made during conversation with the High School Principal. Eg) A student who misses two (2) days of school because of illness would have 4 days to make up their work starting the first day the student is back to school. Week 1: Student misses Thursday and Friday excused, they should have all work made up by the end of day on Thursday of week 2. **After that time no credit will be given for the work.**

Note: Graduation portraits are not excused absences.
Two class periods will be excused for driver behind the wheel test.

SCHOOL-SPONSORED EVENTS

Absences due to field trips or other school-sponsored activities - These absences will be excused providing the student has followed appropriate pre-excuse procedures. Students and parents should note that although it is good for students to be active in many activities at school, you should use caution and common sense when taking attending or participating in school activities. There is no good substitute for being in class when a lesson is being taught. Sometimes the right decision is to not attend special trips or activities when you have a choice. Please make these decisions with the help of your parents, teachers, and advisors.

UNEXCUSED ABSENCES

All unauthorized absences are unexcused absences. These absences are subject to intervention procedures that may include, but are not limited to:

- Conference with the classroom teacher.
- Conference with the principal.
- Conference with the counselor.
- Parent conference.
- Assignment to detention.
- Assignment to Saturday school.
- In-school suspension.
- Truancy petition filed.
- Assignment to alternative educational placements.

School work missed during unexcused absences must be made up; however, credit may not be granted.

Saturday school will be the consequence for unexcused absences. Students and parents will be expected to monitor attendance and set up the PowerSchool student management program to send automated notices to them when their child is absent. Both parents and student can have access to the system at their convenience. Monday morning, any student who is marked absent – “unexcused” – will be called to the office and asked if there is a valid reason for the absence. We will verify that there is not a mistake in record keeping. If there is not a valid reason for the absence, then the student will be assigned Saturday school in the next session(s). Students who miss Saturday school will be suspended and allowed back to school only with a parent meeting. Unexcused absences will earn detention time equal to or close to equal to twice the amount of time that the student had missed

TARDINESS

A student who is not in class when the bell rings is considered tardy. If a student is more than ten (10) minutes late to class, he/she will be considered absent.

All tardies are considered unexcused unless the student has been detained by another teacher or has an excused pass from the office. If a student is detained by a teacher, he/she should get a pass to the next class from that teacher, so that it will not be recorded as a tardy.

Teachers and study hall monitors should record the tardy on their attendance records. A teacher may send the student to the office for a tardy slip at his/her discretion. **Three (3) tardies are equivalent to one unexcused absence and may lower the student's grade.** *Students who are late or miss channel 1 will receive an unexcused tardy unless they have a pass or prior permission.* (See Attendance Procedures below).

Tardies are subject to disciplinary action that may include detention, assignment to Saturday school, and/or in-school suspension, or reduction in grade.

ABSENCE CORRECTION

All absences must be corrected by Monday morning of each week. Consequences for absences will be assigned to students starting Monday 9:00 AM.

Each Monday students will be asked to see the Principal or Counselor in the office because they may have unexcused absences. If there is not a valid excusable reason for the absence then the student will be assigned at least one hour of detention for each period missed. Students may be asked to serve this time on Saturday. Students and parents will be expected to monitor attendance on the PowerSchool student management program. Both parents and student can have access to the system at their convenience. After verifying that there is not a mistake in record keeping, the student will be assigned their consequence. Students who miss Saturday school will be suspended and allowed back to school only with a parent meeting. Unexcused absences will earn detention time equal to or close to equal to twice the amount of time that the student had missed.

TRUANCY

A student is considered legally truant when he/she is absent unexcused from three or more classes on three or more days. These days do not have to be consecutive. Students who are truant from school will be referred to the appropriate county office for legal action.

Students who have unexcused absences will be contacted by the high school office. A plan will be put in place to improve the student's attendance, if the attendance does not improve a meeting with the parents and principal will be conducted to determine why the student is not attending class and options or consequences for continued non-attendance. The steps concerning the issue of truancy are outlined as follows

- Teachers will contact parents if a student has two unexcused absences in their class. The teacher and parent will determine why the student is missing the class. It is important that the parent discusses the truancy with the student and takes a stand to correct the behavior.
- A contract between the school, parent, and teacher will be set upon the seventh unexcused absence. The county attorney will be contacted for violation of truancy laws. The contract will state that if the student reaches ten (10) unexcused absences they will be asked to attend the alternative school in Byron or they may choose other options available to them at their own expense. The student may be told that they are not allowed to attend Pine Island School anymore and the school will assist in other educational options should the student desire this option.

ATTENDANCE PROCEDURES

PARTICIPATION POINTS

Teachers have the discretion to give a daily participation grade based upon attendance and active participation in their class. Students who are absent from class must be allowed to make up the participation points if the absence is excused or school-related. Participation points may not count for more the 20% of the final grade.

CONSEQUENCES OF NON-ATTENDANCE

Teachers have the discretion to consider unexcused absences in computing each student's grade to a maximum of 20% of the total quarter grade.

A student's quarter grade may be lowered up to a maximum of 20% for unexcused absences.

The following guidelines apply in computing the student's grade:

- One (1) unexcused absence may result in a maximum of 10% grade reduction.
- Two (2) unexcused absences may result in an additional 5% grade reduction.
- Three (3) unexcused absences may result in an additional 5% grade reduction for a maximum 20% total grade reduction.

Example: Students earns 86 % but has one unexcused absence. Grade may be 76%.

Two unexcused absences. Grade may be 71 %.

Three unexcused absences. Grade may be 66%.

PARENT NOTIFICATION

1. All students will be provided with a copy of the school's attendance policy and a copy of all course attendance guidelines.
2. When a student's average daily attendance, for all classifications combined, falls below 90% at the mid-quarter or quarter point of the school year, the parent/guardian will be notified by letter. Review of a student's attendance will be initiated by both the high school counselor and the high school Principal's office.
3. If a student's absences from class are adversely affecting his/her grade, the parent/guardian will be notified by the classroom teacher.
4. Parents or guardians may, at any time, call the high school office and request a summary of their child's attendance.
5. If a student has more than 7 unexcused absences on 7 different days, the parents and student will be called in to meet with the Principal, Counselor, County Social Worker, and other necessary persons to discuss truancy and other educational options.

REVIEW PROCESS

1. A request for review of absences may be made in writing, in person, or by phone by calling the high school office.
2. A committee of counselor, county social worker, faculty members, and/or the principal shall conduct such reviews.
3. The parent/guardian and the student must appear in person at the review.
4. Upon recommendation of the principal or the review committee, a recorded unexcused absence may be changed.
5. Upon recommendation of the review committee, a grade reduction due to unexcused absences may be waived.

LEAVING THE BUILDING DURING THE DAY

Students will not be allowed to leave school during the school day unless they have parent permission and the approval of the High School Principal. High School students must sign out at the high school office and get their blue permit to leave the building from the high school office.

Work Release – Students who qualify for work release privileges must have the permission of their parents, employer and the high school principal to leave school grounds before the end of the school day. Students who wish to pursue this option may obtain the necessary permission forms and information sheet in the high school office. Students may be excused for work period 8 only unless special arrangements are made with the High School Principal.

WITHDRAWALS AND TRANSFERS

A student withdrawing or transferring from Pine Island High School must present written permission from his/her parent or guardian to the principal. The student will receive a withdrawal form to present to his/her classroom teachers. The teacher will complete this form and initial it after all books and materials have been turned in. Students need to return their withdrawal form to the high school office when it has been signed by all classroom teachers.

ACADEMIC PROGRAM

ADVANCED CORRESPONDENCE COURSES

Advanced correspondence courses taken to augment our schools' curriculum shall be paid by the School District upon successful completion of the course. All courses must receive prior approval from the building principal. Courses taken to meet graduation requirements and/or to replace a high school class shall be approved by the principal but must be paid for by the individual student.

CREDIT GUIDELINES

1. All students in grades 9-10 will be required to take at least seven (7) credit classes per year unless special arrangements approved through the High School Principal. All students in grades 11-12 are required to take at least six and one half (6 ½) credits per year unless special arrangements are approved through the High School Principal.
2. Students who want to enroll in the extended day program may not have more than one study hall per semester.
3. One course credit is earned by being enrolled in a regular class that meets one period a day for a school year in which a passing grade is earned for the class.
4. Students may earn 1/2 credit by working for a teacher or a secretary as an aide for an hour per day for a school year.
5. Students who work as student helpers for the office or for a teacher are expected to be passing their classes. If student helpers are failing they will immediately be assigned to study hall until it is determined that they are passing. A student continually failing may have the privilege of being a student helper revoked and lose credit for such.

ACADEMIC LETTERING

Academic letters will be given to students in grades 9-12 according to the following guidelines as approved by the Board of Education:

1. Students in grades 9-12 must achieve a G.P.A. of 3.000 or higher on a 4.000 scale for the first three quarters in the school year in all courses taken at Pine Island High School.
Students taking PSEO courses must achieve a 3.000 average for the first college/university semester.
2. All grades must be a B- or higher for the first three quarters.
3. A student meeting the criteria would receive a school letter (if the student does not already have one), a pin and a certificate. Each consecutive year that a student meets the criteria for academic lettering, this student would receive a bar and a certificate.
4. Academic letters/awards will be presented at the Academic awards program.
5. Eligibility for academic lettering will be determined by the high school office.

GRADE REPORTING

Report cards will be issued following the end of each quarter. Parent-teacher conferences will be held after the 1st quarter and midway through the 3rd quarter. Report cards will be given out at conferences or mailed at the end of each quarter.

Mid quarter progress slips will be sent to parents' midway through each quarter.

GRADE PROMOTION:

Students are expected to be on track with academic work and progressing towards graduation. Students who are not progressing will be held back from the class that they originally started High School. Students are expected to take 6.5, 6.5, 7.0, 7.0 credits in grades 9 – 12 respectively. These amounts actually give a cushion of one credit for the student who may fail a class or two. If at the start of their junior and senior year they do not have the expected number of credits as listed below, their classification will remain as it was the prior year.

Credit expectation at the start of each year:

Junior -	Grade 11	:= 11.0
Senior -	Grade 12	:= 18.0

It is important to note that while it would be possible to graduate your senior year if you had 18 credits, the students would have a full load of classes and no study halls. Our expectation for students starting their senior year is to have 20 credits, which means that at the start of the senior year they are behind 2 credits from the rest of their classmates. More than likely the student is struggling with school and the expectation of them to take 8 credits and pass them all may be unrealistic. It is highly encouraged that students the fall behind take summer school classes to make up for credits they are missing or classes they have failed.

GRADUATION PARTICIPATION

Students who complete the requirements for a diploma may participate in the graduation ceremony. No differential certificates will be awarded. Exceptions may be made by the principal for extenuating circumstances in individual cases. Students not permitted to participate in the ceremony may appeal their case to the Superintendent of Schools and/or Board of Education. Students who choose the Post-Secondary Education Option (PSEO) have the responsibility to present an official college transcript to the high school office at least on day prior to graduation to take part in the ceremony. If grades are not received the student will not be allowed to take part in the ceremony.

Participation in the graduation ceremony is strictly voluntary. Diplomas will be mailed to those students who choose not to participate in graduation exercises. If students do choose to participate in the graduation ceremony, they are expected to adhere to the following guidelines:

Paramount to a dignified ceremony is the appearance of the graduates. All students participating in the graduation ceremony will be expected to follow a dress code. The dress code is as follows:

- All students should wear a dress type of shoe.
- Tennis shoes or sandals will not be allowed.
- All girls will be required to either wear a dress or a pair of dress slacks.
- All boys will be required to wear dress slacks and dress shirt.
- No jeans or shorts will be allowed to be worn under the gowns.
- All students participating will be required to wear gowns.
- Pine Island High School does not allow for a "Senior Skip Day" Any student who participates in such an activity may not be allowed to participate in the graduation ceremony.

Students who choose not to follow the stated dress code will not be allowed to participate in the ceremony.

GRADUATION REQUIREMENTS: CLASS OF 2012+

To graduate from Pine Island High School students must successfully complete a minimum of 26 credits in courses listed in this registration guide or approved by the administration. Seventeen and three-quarter credits must be specified course areas with the remaining credits composed of electives chosen by each student. In addition to these course requirements the student must pass the Minnesota Comprehensive Assessment Tests (GRAD) tests in Writing, Reading, and Math.

ENGLISH

English 9	1 Credit _____
English 10	1 Credit _____
English 11	1 Credit _____
English 12	1 Credit _____
TOTAL ENGLISH	4 Credits _____

SOCIAL STUDIES

U.S. History 9	1 Credit _____
World History 10	1 Credit _____
Government & Citizenship	.50 Credit _____
Economics & Environment	.50 Credit _____
World/Cultural or Physical/Regional Geography	.50 Credit _____
TOTAL SOCIAL STUDIES	3.50 Credits _____

SCIENCE

Physical Science 9	1 Credit _____
Biology	1 Credit _____
Elective	1 Credit _____
TOTAL SCIENCE	3.0 Credits _____

MATH

- Algebra I	1 Credit _____
- Advanced Algebra	1 Credit _____
- Geometry	1 Credit _____
- Probability and Statistics	0.5 Credit _____
TOTAL MATH	3.5 Credits _____

ARTS

Band, Choir, Orchestra, or Visual Art	1 Credit _____
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FAMILY AND CONSUMER SCIENCE

Living Skills for Today	.5 Credit _____
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PHYSICAL EDUCATION/HEALTH

PE 9	.5 Credit _____
PE 10	.5 Credit _____
HEALTH 10	.5 Credit _____

BUSINESS

Personal Computer Applications	.5 Credit _____
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SUBTOTAL **17.50 Credits**

Additional Electives **8.50 Credits**

Total Credits for Graduation 26

HONOR ROLL

Each nine week period, two honor rolls will be computed based on a 4.000 grading scale.

To qualify for the "A" honor roll you must maintain a 3.667 average. To qualify for the "B" honor roll you must maintain a 3.000 average or better. No "C" grade will be allowed for the "A" honor roll and no "D" for the "B" honor roll.

Students will be allowed *one* week into the succeeding quarter to make up incompletes. Incompletes not made up before *one* week into the next quarter will disqualify a student from being on the honor roll.

Honor students for graduation will be determined on the basis of grades received in grades 9, 10, 11 and through the end of the 3rd marking period of the 12th grade. Grade honor students will be determined by grades received in the first 3 marking periods of the year.

Honor roll computation will be determined using the grades a student receives in classes taken in grades 9-12.

INCOMPLETES

An incomplete means that a student has not completed the work for that marking period. Since the nine week grade is a part of the semester or year mark, if the student has not completed all of the work for the nine weeks he/she has not completed all of the work for the semester or year. The incomplete carries no value and cannot be averaged with the other grades. This will block the averaging of other marks so that no final grades can be given. The only way an incomplete can be changed to a grade greater than an "F" is by turning in the work that is due. The mark earned for the incomplete may range from an "A" to an "F". Work submitted after the teacher's deadline will earn a mark of "F" which can then be averaged with the other grades. Completing the work enables the teacher to award an academic grade and unblocks the averaging of the other marks. If the incomplete work is not completed within *one* week of the completion of the course or an extension has not been granted by the teacher or principal, the incomplete will change to an "F" unless prior arrangements are made in writing with the classroom teacher. The office should be informed of such by the classroom teacher.

NATIONAL HONOR SOCIETY

The National Honor Society attempts to bring the achievements of outstanding high school students to the attention of their classmates, their parents, their communities, and the colleges they plan to attend. Membership is based on scholarship, leadership, character and service, each of these criteria count equally in determining membership. Scholarship accounts for only 1/4 of the weight in determining membership. Selection to the National Honor Society will be done during the first semester of the year.

TRANSFER PROCEDURES FOR INCOMING STUDENTS

Students who transfer to Pine Island High School from another high school must present a transcript from that high school that contains course titles, end-of-course grades, and grade point average (GPA). Transfer students' course credits for all transferable classes grades 9 – 12 will be integrated into the Pine Island High School credit system. All transfer credits, including honors, Advanced Placement, International Baccalaureate, college in the schools, and Post-Secondary Enrollment Option college will be integrated in the Pine Island High School, unweighted 4.0 grading system using the following numerical value scale.

$A = 4.0$; $A^- = 3.7$; $B^+ = 3.3$; $B = 3.0$; $B^- = 2.7$; $C^+ = 2.3$; $C = 2.0$; $C^- = 1.7$; $D^+ = 1.3$; $D = 1.0$; $D^- = 0.7$; $F = 0.0$

Only courses in grades 9 – 12 will count for grade point averages. Accelerated course work may be given high school credit but will not be counted towards the cumulative high school GPA. Home school transfer students should also view the policy on transfer of credit for home school.

PASSES

No student is permitted outside the classroom or regularly scheduled study hall at any time without an honor pass or a pass issued by the instructor in charge. Passes from study hall must be returned to the study hall supervisor before the end of the period for which the pass was issued, properly signed. No passes are issued to students by teachers to areas that are not supervised.

All permanent passes for students to anywhere in the building must be approved by the counselor or the high school principal.

POST SECONDARY ENROLLMENT OPTIONS

The Minnesota Legislature has approved a program that enables juniors and seniors in high school to enroll in a Post-Secondary Institution to take classes that are not available in their high schools. If you are interested in this program, please see the high school counselor. It is important to note that registration with a college is a contract between the student, parent, and college. Pine Island High School is only involved in that the student will probably want credit to count for the courses they take at the college toward requirements for High School Graduation. *More information can be found in the College Credit Options Handbook.*

STUDENT SERVICES

CAFETERIA PROCEDURES

Pine Island High School has a closed lunch period. All students are to remain in the designated areas during the noon period and are not to leave school grounds. During the noon period students are to be in the cafeteria, high school courtyard or designated hallway areas. Please do not gather at the front doorway of the school.

FOOD SERVICE

Pine Island School provides a breakfast program for students who wish to participate. Breakfast is served from 7:30-8:00 A.M. The costs of both breakfast and lunch are established at the beginning of the school year. Students must have money in their food service accounts in order to be served breakfast or lunch. Money for breakfast or lunch will be collected prior to 8:00 a.m. daily in an area designated by the cafeteria. Students who may be eligible for free or reduced meals are encouraged to pick up an application in the high school office.

SCHOOL GUIDANCE AND COUNSELING SERVICES

The guidance and counseling department is for your use. You are always welcome to make an appointment to have a counselor assist you. Some of the services included are:

Guidance:

- 1) Testing and test interpretation to students and parents.
- 2) Helping students in educational and vocational planning through individual conferences and group guidance.
- 3) Schedule planning appropriate to the interests, abilities, needs and objectives of the student.
- 4) Providing information on colleges, vocational and commercial school, apprentice training and immediate work opportunities.

Counseling:

- 1) Individual and group orientation of new students.
- 2) Counseling students who need help.
- 3) Conferring with parents.
- 4) Referral service – A typical counseling session runs approximately 30 minutes once a week. Situations that call for more intense counseling or therapy may be referred to outer agencies due to limited resources on campus.

All that is said in a conference is held in strict confidence unless you wish it otherwise. All staff is obligated to report concerns to the appropriate authorities, it is imperative that all students, staff, and parents are safe and secure. *Additional counselor information can be found at the high school counselor link on the district web site:* www.pineisland.k12.mn.us

HEALTH SERVICES

The Pine Island School employs a part time school nurse and a full time health aide during the school year. The health office hours are from 7:45AM-3:15 PM. If a person should become ill during the school day, he/she should ask permission of his/her teacher and report to the health office. If the nurse or health aide is not available the student should report to the high school office. Students who become ill during the day will not be allowed to leave the building unless permission is received from the nurse, health aide or the principal. Parents, guardians or persons listed on the health update sheet must be contacted before a student will be sent home from the health office.

Students with special health problems are to report to the nurse's office at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit students at school.

In the event of illness or accident, school personnel will give general first aid, and/or emergency care only. Parents are responsible for additional care needed. It is essential that the health office be apprised of parental work phone numbers and emergency numbers, especially as changes occur.

Medication Policy:

Medication taken at school must be administered through the health office. In addition, prescription medication must be accompanied by a **written physician's order, and parental authorization.** Please contact the health office for the proper authorization form. All prescription medications must be brought to the school in a prescription bottle as issued by a pharmacist. Medications that are considered controlled substances, (Ritalin/Dexedrine) should only be supplied in amounts sufficient to last for one month since these medications must be counted after each administration. Parents or adults are responsible for bringing medication to the health office and picking up unused medication before the end of the school year. Parents who request over-the-counter medication (i.e. Tylenol) for their students must supply the medication in the **original purchased sealed container** with the student's name written on it, along with the completed parental authorization form. Over-the-counter medication, i.e. Tylenol, cold medicine, etc. will no longer be furnished by the health office. Students in need of these types of medication will have to have it brought from home as per policy.

To obtain a complete copy of Pine Island School's Prescription and Over-The Counter Medication Policies, please contact the health office at 356-8785.

SELF-ADMINISTRATION OF OVER-THE-COUNTER PAIN MEDICATION

According to MS 121A.222, secondary students (grades 7-12) may possess and use nonprescription pain relief in a manner consistent with the labeling, if the district has received a written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege.

Pine Island School District Medication policy also states that the medication must be brought to school in an **original container**. Medications containing ephedrine, pseudoephedrine or aspirin may not be self-administered at school.

For student safety, it is recommended that students only carry a small amount of medication in the original container. If parents purchase a small bottle, it can be refilled at home as needed.

Please note that self-carry of over-the-counter pain medication only applies to acetaminophen and NSAIDS (non-steroidal anti-inflammatory drugs). Examples of NSAIDS are ibuprofen and naproxen. A brand name for ibuprofen would be Advil and a brand name for naproxen would be Aleve. Acetaminophen is an active ingredient and an example of a brand name is Tylenol. Of course, you may also buy these different active ingredients in various store brands such as Equate brand non-aspirin pain reliever or Target brand ibuprofen.

Students are **not** allowed to self-administer other medications such as multi-symptom cold and flu medications, cough syrups, decongestants or antihistamines etc.

Students should know what their medication is, how it works and understand that taking more than what is recommended on the package labeling should not be done unless under a doctor's supervision. Just because these medications can be purchased without a doctor's prescription does not mean they have no side effects. Long term use of some of these medications has been shown to raise blood pressure and some of them are hard on the stomach and liver.

If parents want their student to self-carry over-the-counter **pain** medication they must sign the AUTHORIZATION FOR ADMINISTRATION OF MEDICATION form (side 2). In addition, students must also sign the self-carry agreement located on the AUTHORIZATION FOR ADMINISTRATION OF MEDICATION form (side 2). After the parent completes the form and the student signs the self-carry agreement, the student should bring the form to the licensed school nurse.

The AUTHORIZATION FOR SELF-ADMINISTRATION OF MEDICATION form may be obtained from the health office or printed off the Pine Island School web site. Although students are allowed to self-carry inhalers and EpiPens, these medications require a physician's signature on the AUTHORIZATION FOR ADMINISTRATION OF MEDICATION form (side 1).

If you have questions about the new changes regarding medication, please contact the school nurse at 356-8785.

LATEX LIMITED

Latex allergies seemed to have exploded in the 1990s. This explosion coincided with the U.S. Occupational Safety and Health Administration (OSHA) mandating that all health care workers wear protective surgical gloves while caring for all patients.

Today, health care experts estimate that one to six percent of the general population is sensitive to latex — comparable to the rate for bee venom, peanuts, grass and animal hair.

As a school district, we attempt to balance two needs: maximum inclusion of students in school life **and** activities, versus avoidance of a potentially life-threatening allergic reaction.

For some students, exposure to natural rubber latex can cause a potentially life-threatening allergic reaction. Two of the more obvious sources of latex are gloves and balloons. Latex gloves have not been used in the building for several years. Vinyl is used instead.

Balloons are another issue because they can be brought in from outside. Latex balloons are dangerous because if they are popped, they can spray potentially deadly latex proteins into the air. **Because Pine Island School has students with latex allergies, latex balloons will no longer be allowed in the building.** While a latex free environment cannot be guaranteed, we can provide a “safer” environment. By “limiting” latex balloons we will reduce the chance of accidental exposure. Balloon bouquets can still be brought to school if they are made of **Mylar**. Lesson plans will not include the use of balloons.

Questions regarding latex allergies can be directed to the school nurse at 356-8785.

HIGH SCHOOL OFFICE HOURS

The high school office will be open for business from 7:30 AM to 3:45 PM. Teachers will be available during the time from of 7:45- 3:45 most days.

LIBRARY PROCEDURES

The Pine Island High School Library is a facility to be used for research, individual study, recreational reading, or for checking out library resources. In order to provide an atmosphere conducive to learning, library users are asked to follow these guidelines:

Students must have passes to come to the library unless they are accompanied by a teacher.

Drinks, food and snacks are not allowed in the library.

Conduct should reflect respect for facilities, materials, and all persons in the library.

The library follows the same guidelines for student conduct as used throughout the school. In some cases students will be sent back to class. Repeated violations will result in the loss of library privileges.

Check Out Periods:

Most books and magazines check out for three weeks. You may bring materials in to renew them if needed for a longer period of time. Reference, reserve and the most recent magazines check out for one period or overnight only and are due back in the library before school the next morning. Interlibrary loan book, check out periods vary.

Returning Materials:

Materials which you have checked out should be returned in the book drop. Library staff is not responsible for items placed on top of the circulation desk which may be taken by another student before they are checked in.

Over dues:

Students who have overdue materials will not be allowed to check additional materials out of the library. If students have overdue books, they may use materials in the library and they can be held on a reserve shelf to use until their overdue books are returned.

Printed notices will be given to students with items one week overdue.

If items become two weeks overdue, notices will be mailed to parents.

Bills will be mailed to parents at the end of each semester for items still overdue or fines/fees not paid.

Fines and Fees:

The library does not charge daily fines for overdue materials belonging to the school. If library materials are lost or damaged beyond reasonable use, you will be charged for the average cost of a similar type material. At the present time these costs are as follows:

Hardback (fiction).....	21.00
Hardback (nonfiction).....	28.00
Paperback (fiction).....	9.00
Paperback (nonfiction).....	15.00
Rebound (fiction).....	12.00
Oversized books / Reference.....	price varies
Magazine	5.00
Magazine binders	13.00
Pamphlet article.....	price varies
AV software	price varies

If items which have been paid for are later returned in good condition, your money will be refunded. Prices may be raised during the year to reflect current costs.

If books or magazines are damaged or defaced but still are usable, a \$1.00 fine will be charged for each item. One dollar will also be charged for damaged barcodes on items or for pamphlets returned without the envelope in which they were checked out. If materials are damaged in such a way that pages have to be replaced or other time-consuming repairs

made, a minimum of \$5.00 will be charged. If this charge is more than the replacement cost of the material, the replacement cost will be charged instead.

Interlibrary Loan Services, Fines and Fees:

Students in grades 6-12 may borrow materials from other libraries within the SELCO/SELS system. Many times such borrowing from other libraries is necessary to expand the resources students need for school projects and assignments. Students are responsible for materials borrowed for them from other libraries the same as they are for materials belonging to the Pine Island Schools.

The replacement cost for lost or damaged materials from other libraries is determined by the owning library and may be more than we would charge for a similar title. The owning library also determines the check-out period and whether or not materials may be renewed.

Periodicals and Clippings:

The library maintains a clipping box for old and donated magazines that can be used for cutting. You may not cut out of magazines that are part of the current library collection. The library keeps magazines for three years. Magazines in the clipping box are stamped "discard". You may not cut at any time from the Pine Island newspaper. Other newspapers may be cut from only after we have had them for at least one day.

Media Policy:

Parents have the right to restrict their own child from checking out types of material they deem inappropriate. Parents also have the right to request that their child not check materials out from the library if they do not feel their child is responsible enough to properly care for such materials. Parents wishing to place restrictions on their child's account should contact the library staff. Students and parents have a right to object to a resource in the library as stated in the Board adopted Media Policy.

Textbook Fines for Damage:

Textbooks are very expensive and each teacher asks that the students take care of them appropriately. Books should be covered and care needs to be taken as they are placed in the locker. Some books have a tight fit in the locker, but will be undamaged if handled carefully. Teachers may fine students for damage that they cause to a book. Fine amounts will be for the following amounts.

Damage to binding (broken, split, cracked) \$3 - 5.00

Damage to cover (writing, tears) \$1 - 2.00

Damage to pages (writing, torn, highlighted) \$1 - 2.00

Students who lose books will be charged an amount equal to the depreciated value of the book.

P.A.S.S. PROGRAM

(Panther Am/After School Program)

The PASS program was established to provide a place for student to student and get extra help with their school work. A designated room and teacher will be available to assist students in areas that they find difficult and do not understand. The program will start after mid-quarter of quarter one and will run two weeks into quarter four. Students involved with late starting extracurricular activities or students that wait for rides home are encouraged to use this space to study and complete homework. The program will run Tuesday through Friday mornings from 7:00 AM to 8:00 AM and Monday through Thursday afternoons from 3:15 PM to 4:15 PM. Exact days for this school year will be advertised.

STUDENT ASSISTANCE TEAM

Members of the Pine Island High School Student Assistance Team may include faculty, para-professionals, guidance counselor, school social worker, police liaison officer, school nurse, school psychologist, and building principal. This team meets weekly to review concerns related to students at-risk. Students may be referred to the Student Assistance Team by faculty, support staff, administrators, and parents.

The mission of the P.I.H.S. Student Assistance Team is to:

- Identify at-risk students by collecting and sharing information.
- Provide a plan for at-risk students that promotes success and learning.
- Support students, their families, and school staff.
- Act as a catalyst addressing and preventing at-risk behavior.
- Referring students and/or parents to outside resources.

STUDENT RECORDS

Student records contain immunization dates, grades, attendance and standardized test scores that have resulted from work since the student began school. If a student has attended several different schools, those records are also on file here.

Students and their parents or guardians may see the contents of these records by making an appointment to do so with the counselor. Students may have copies made of anything in their school records, at a cost of \$.15 per sheet, but are not permitted to take the original record out of the office. Students or their parents or guardians may place any statements or items in their records that they wish, if it pertains to their school work.

Students may also request that items be removed from their files. In the event that the students or their parents or guardians make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied they may appeal the decision to the next highest school official, and ultimately to the school board. Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of the students and their parents or guardians, with the exception of another public school in the state in which they have already enrolled after transferring from this school. This means that the school will not and cannot by law, without first receiving written consent from the student and his/her parent or guardian:

1. Send a transcript of the student's school record to a college, vocational school or university.
2. Give information from the student's record to a prospective employer. Written consent can be given by using a form available in the office of the counselor, or by writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardians to exercise their right of access or control of transfer to their records.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

"Directory Information" which includes a student's name, address, date and place of birth, sex, picture (or video tape), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade levels completed, degrees and awards received and the most recent previous educational agency or institution attended by the student, may be released to the public, includes military recruiters, without prior parent or student consent, unless the parent or student (if the student is 18 or older) has objected, in writing, to the release of one or more categories of such information.

TRANSPORTATION SERVICES

The state legislature has determined that riding a school bus is a privilege and not a right. Students riding buses to and from school or other extra-curricular events are expected to abide by the following rules to ensure the safety of themselves and others. It is the bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon, dangerous objects, or hazardous materials on the school bus.
10. Do not damage the school bus or the property of other riders.

The following procedures will be used for rule infractions on the bus:

1. The bus driver will be responsible for reporting a violation of the bus rules. The bus driver is authorized to assign seats as needed.
2. Verbal warnings may be given by the bus driver to correct behaviors on the bus without being considered an official violation notification.
3. Official violation notices will be completed by the driver and given to the principal as written notice of the offense. The principal will meet with the student and attempt to resolve the situation. Consequences will be assigned as determined by the building principal. A copy of the violation notification will be mailed to the parents or guardians.
4. Violations of bus riding rules may result in the loss of bus riding privileges for a week, month, duration of the quarter, semester and/or school year. Additional consequences may be assigned by the building principal.

GENERAL INFORMATION

ACCIDENT INSURANCE

The school does not cover any student for accidents that occur while school is in session, going to and from school, or participating in a school sponsored activity. Every family with students in high school is urged to obtain their own insurance coverage for accidents.

ATHLETIC PASSES

Athletic passes will be sold for both students and adults at our annual fee day prior to the opening of school. Persons who wish to purchase passes after that date should contact the high school office. Prices for athletic passes are determined by the Board of Education on an annual basis. An athletic pass enables the person to whom the ticket is sold to attend all athletic events throughout the school year.

These passes are good only for athletic events and cannot be used for other events, i.e. music concerts or drama presentations. Tickets for these events will be sold on an individual basis.

CANDY AND POP

Candy, pop and gum, consumed in school, should not cause a mess in the halls. If this becomes a problem, this privilege will be revoked. No food or pop will be allowed in the classroom unless it has been approved by the teacher in the class. A snack machine, juice and pop machines will be available for student use after school. No candy or food items will be allowed to be sold during the school day without approval by principal. *It is recommended that students make choices for healthy drinks and snacks.*

CELL PHONES

Cell phones are not allowed in the classroom unless written permission is obtained from the Principal in advance. Cell phones should be kept in the student's lockers and the ring tone should be turned off. If a student has a phone in a classroom and it causes a disruption the phone will be confiscated and the phone will be held in the high school office for two days. The phone may be picked up by the student at the end of the second day not including the day the phone was taken. If the student's phone causes a disruption a second time, the phone will be taken for 5 days. At the end of the five day confiscation the parent will be required to come to the school and pick up the phone. During the 5 day period, the student and the parent must meet with the principal to discuss the future of the student's phone. The phone will be held over weekends or holidays but these days will not count in the 2 or 5 day confiscation period.

Students may use cell phones before or after school, during lunch time, and other times with specific permission. Any time that the phone is seen in the students hand outside of these times will be considered a violation. Cell phones are considered as a tool, using them with respect to others and with permission from your teacher or advisor is expected

CHANNEL ONE

The Pine Island school district contracts with Whittle Communications to show a Channel One to all students. This broadcast will be shown daily. These broadcasts focus on events currently in the news and issues of interest to adolescents.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

Parents/students are to report to the high school office immediately in the case of an address change or a change in telephone number. This information is needed in case of an emergency and also to keep our records up to date. *You have access to your current information on the PowerSchool - Student records management system, please check to see that all information is correct. In the event that your contact information is not correct, please contact the HS office secretary to update. You may also find a Change of Address form on the HS website. You may fill this out and attach it to an email or deliver the form to the high school office at your convenience. IT IS VERY IMPORTANT THAT WE HAVE CURRENT INFORMATION.*

CLASS MONEY

Money accumulating in class treasuries must be used for class purposes only. Any surplus at the end of the senior year will not be refunded to individual class members. Class dues may be assessed by individual classes and must be approved by the principal.

CLOSING SCHOOL

If it becomes necessary to close school due to inclement weather, the administration will make an announcement on the following stations: KROC-Rochester, KOLM-Rochester, KFSI-Rochester, KDHL-Faribault, KNXR-Rochester, KWEB-

Rochester and WCCO-Minneapolis. In general when the schools are closed, all other student and public activities to be held in the school district's buildings are also canceled unless announced otherwise.

DAILY ANNOUNCEMENTS

The high school office personnel will put out a daily bulletin of relevant announcements and activities each morning. This bulletin will be read during a designated period. Students who have announcements to get in the bulletin should get them to the high school office by 8:15 AM; student announcement requests must be approved by the principal. Only emergency announcements will be made over the intercom.

DANCE GUIDELINES

Any school organization planning a student dance must follow the guidelines and procedures listed below:

1. The dance date and time must be approved by the high school principal.
2. The high school student council must approve the dance date and time.
3. The students in the sponsoring organization are responsible for:
 - Making arrangements for the D.J.
 - Handling publicity
 - Selling tickets before the dance.
 - Securing chaperones – see guidelines below.
 - Putting up decorations, if any, and taking them down when the dance is over.
4. The advisor for the sponsoring organization is responsible for:
 - Ensuring that the date and time are listed on the "building use" calendar in the high school office.
 - Securing a cash box from the business office.
 - Providing oversight for student responsibilities.
 - Acting as a chaperone for the dance.
5. A minimum of six adult chaperones shall be present for all dances. Two of these chaperones shall be employees of the school district.
6. A Goodhue County Sheriff's deputy shall be present at both the Homecoming and Snow Days dances and any other dance at which more than 200 students are expected. If less than 100 students are signed up, the dance should be canceled.
7. No tickets will be sold at the door on the evening of the dance. All tickets will be sold during the school day. Tickets may not be sold after 3:00 p.m. on the day of the dance.
8. Guests.
 - Students wishing to bring a guest to the dance who is not a student at Pine Island High School must register the guest in the high school office by 3:00 p.m. on the day established by the office.
 - Students are allowed to bring one guest; guests must be in grade 9 - 12.
 - No guests will be admitted to the dance unless pre-registered and Guest Request form filled out.
 - Pine Island students attending the ZED Choice or alternate school programs may not attend dances without the permission of an administrator.
9. High school dances must conclude by 12 midnight.
10. No students will be admitted to any dance after 10:00 p.m. or 1 hour after start time.
11. Students who leave the dance at any time may not be readmitted for any reason without the permission of an administrator on duty.
12. Student behavior.
 - Students attending any school-sponsored dance are expected to display appropriate behavior and to comply with the requests of the adult supervisors.
 - Students who are disruptive or insubordinate at any dance will be asked to leave immediately and expected to comply.
 - The advisor or administrator in charge of the dance is expected to call the student's parents to report the situation.
 - If an administrator is not present at the dance, he/she should be informed of the incident on the next school day.
 - The administrator or person in charge of the dance is expected to call a Goodhue County Sheriff's deputy immediately if a student refuses to leave or follow supervisor/chaperone requests.
 - The administrator or advisor in charge of the dance is expected to report any student suspected of being under the influence of alcohol or drugs to a Goodhue County Sheriff's deputy. The student should be detained until his/her parents have been called and can come to pick the student up.
 - The principal will meet with any student who is disruptive, insubordinate, or suspected of being under the influence of alcohol or drugs on the next school day after the dance to assign appropriate consequences which could include exclusion from PIHS.

DETENTION GUIDELINES

Detention is held on Tuesdays or Thursdays from 3:15 – 4:15 p.m. Saturday detention may be assigned when deemed appropriate by the administrator. Saturday detention will be held from 8:00 AM to 12:00 PM. Students who are assigned to detention must comply with the following guideline provided to them by the detention supervisor. A short list of rules is listed below.

- Students must report to detention on time. Students who fail to report to detention on time may be given another detention assignment by the administrator and/or double the time.
- Students may not eat or bring food or drinks to the detention room.
- Students may not talk or sleep while in detention.
- No headphones of any type may be used while in detention.
- Students must bring books or other school work to complete.
- Students are expected to work the entire hour.

Students who fail to comply with these guidelines will be referred to the building principal for assignment of appropriate consequences. The consequence most often assigned will be to make up the time wasted in after school detention.

Students who are unable to be at detention for whatever reason must notify and be excused by the principal at least one day prior to the designated date and time. Failure to do so will result in additional consequences being assigned by the principal.

DROPPING A CLASS – PROCEDURES FOR STUDENTS GRADES 9-12

Students will not be allowed to drop classes unless the principal or counselor requests due to the need for required classes or graduation standards for graduation. Dropping or adding classes will happen only during the first two weeks of the semester. If a student drops a class during the semester they must have the permission of the high school principal, parent/guardian, and the high school counselor. Students who receive permission to drop a class after the first two weeks of the semester will receive an automatic WF (Withdrawal Fail) for the course.

END OF DAY

Students are to be out of the school building by 3:45PM unless involved in a school sponsored activity and under the direct supervision of an advisor or teacher.

FIRE DRILLS

Fire drills are required periodically by the State Fire Marshall. The signal for the fire drill will be a long continuous burst of the fire alarm. Students should know the exits and route to use from each of their classrooms they might be in at given time of the day. Teachers will assist in providing more detailed information. Directions for exits are posted in each room. Return to the building only when the signal is given. Students who exit out the front door of the building should not stand in the street waiting for the all clear signal. They should stand on the sidewalks or boulevard across the street.

It is important that students regard these drills seriously so they know the procedures to follow in case of an actual emergency. Setting off a false fire alarm is a criminal offense.

LOCKERS

Lockers with individual locks are provided for student use. Students will be given the combination to their locker and it is their responsibility to keep the combination a secret. **Money or other valuables should not be left in lockers. If you bring valuables or a lot of money to school, bring them to the office for safekeeping.**

Students may decorate the insides of their lockers as long as the decorations are appropriate and do not damage the finish of the locker. Students who have pictures that are offensive or inappropriate will be required to remove them or they will face disciplinary action.

The State of Minnesota has adopted a policy on student lockers that says: "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 the students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible 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."

Students are not to change lockers or use any locker but their own. Students are responsible for the locks on their lockers. If they become broken it is the student's responsibility to pay for the repair of the lock.

LOST AND FOUND

Students finding lost property in any part of the building should turn it in to the office immediately to enable the owner to reclaim it. In order to claim a lost article from the office, it is necessary to prove ownership by identifying the article.

MONEY AND VALUABLES

Each year a number of students lose watches, rings, money and other valuables due to carelessness. Each student is assigned a locker and the student participating in physical education is assigned a locker for that purpose. It is recommended that students not bring large amounts of money or valuables to school. If it is absolutely necessary to do so, bring the money to the office where it can be placed in the vault until the end of the school day. Remember, no place is completely secure, but make use of the facilities you have available; lock your locker, keep the combination to yourself.

NON DISCRIMINATION

It is the policy of the Board of Education of Independent School District 255 to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulation issued thereto, to the end that no person shall on the grounds of race, color, national origin, creed, religion, sex, marital status, or status with regard to public assistance, be denied the benefits of or otherwise subjected to discrimination under any education program or activity operated by the district.

PHYSICAL EDUCATION

Physical education classes must be completed as a requirement for graduation. A letter must be presented from a doctor to be excused from PE.

If you are injured or ill and cannot participate in PE on a certain day, you must have a note from your parents or the school nurse, however, you should still attend class that day.

Students are expected to dress appropriately and as required for PE classes. Jewelry must be removed for safety reasons.

STUDENT FEES

No student of the Pine Island School may be charged a fee for books or supplies necessary to complete the educational requirements for graduation. However, fees may be charged to you under the following circumstances:

1. A planner will be encouraged for students in grades 9-12. They may be purchased from the school prior to the beginning of the school year.
2. Materials used in industrial arts, home economics, or some other course for individual projects are to be paid by the student at cost. The cost will be determined by the instructor.
3. Band instruments are rented on a sliding scale basis for the school year. Fees will be set at the beginning of the school year, if the student does not make payment they may be removed from the band program.
4. Driver education for students taking behind-the-wheel training. Behind-the-wheel training is scheduled for after school and during the summer.
5. Costs of field trips which are made available from time to time but are not required as part of a course, should the student elect to participate in the field trip.
6. Costs of the school yearbook, graduation announcements, class rings or graduation gowns should the student elect to order any of these items.
7. Admission fees for concerts, plays, athletic events, and other programs or activities that the student may attend at their own option.
8. Students are required to furnish their own paper, pencils, pens, notebooks, gym suits, tennis and athletic shoes and other items or personal equipment.
7. The Pine Island Schools will charge an activity fee for the following activities: Baseball, Basketball, Cross Country, Golf, Football, Gymnastics, Softball, Track, Volleyball, Wrestling, Cheerleading, Math League, Mock Trial, Speech Team, Odyssey of the Mind, and Drama. Activity fees will be established by the Board of Education on an annual basis. The activity fee must be paid prior to the first practice of the activity. There will be no refunds except if the student is out prior to the first event. Fees may be waived in case of undue hardship as determined by the Superintendent of Schools and as requested by parent or guardian on a form to be provided. These procedures are in accordance with and governed by the Minnesota School Fees law, MSA 120.71 0 120.76.
8. Students taking Advanced Foods courses will be charged a fee intended to cover some of the foods that will be consumed.
9. Students who plan to drive and park their vehicle on school grounds need to pay an annual parking fee.

STUDENT PARKING

Students are encouraged to conserve energy by riding the busses whenever possible. Students may park on campus, parking space will be provided on a first come first served basis. Parking passes are being sold for \$40.00 per school year. There are no reserved spaces, but students must have a parking pass to park on the school grounds.

TELEPHONE FOR STUDENT USE

The school telephones are maintained for school business and students are asked not to use these telephones. A telephone is available outside the cafeteria for student use. Calls made on this phone should be necessary (not just to visit) and brief.

TEXTBOOKS

All textbooks are furnished free of charge by the school district. Students are expected to take care of books to prevent damage. The student must pay for any lost or damaged books. Book covers should be placed on the books.

TRESPASSING

Students who are suspended, expelled, or otherwise excluded from Pine Island High School are not permitted on school grounds or at school events for the duration of the suspension, expulsion or exclusion. Students receiving this type of discipline may also be issued an official trespass notice. If the student is found to be on school grounds he/she will be referred to law enforcement and a citation will be issued.

VISITORS

All persons visiting the school must report to the principal's office to secure a visitor's name badge, which is to be worn for the duration of the visit. Parents who are in the school must check in with either the high school office. Students are not allowed to bring nor have visitors at school except at lunch with prior permission.

WEDNESDAY NIGHT SCHEDULE

No practices or school events scheduled after 6:00 p.m. on Wednesdays will be mandatory for students to attend, except in cases involving extenuating circumstances.

PINE ISLAND HIGH SCHOOL STUDENT DISCIPLINE POLICY

The Pine Island School District is committed to providing a learning environment that is both safe and welcoming for all students. In order to maintain this environment, students must be aware of both their rights and responsibilities. The Student Discipline Policy has been developed to ensure that all students know the expectations placed on them as members of the Pine Island school community, to promote a clear understanding of school discipline policies and procedures, and to foster fair and consistent treatment of all students.

STUDENT EXPECTATIONS

Respect School Personnel

- Listen.
- Follow directions promptly.
- Accept responsibility for your own actions.

Respect the Rights of Others

- Listen when others are talking.
- Respect the opinions, point of view and feelings of others.
- Use appropriate voice tone, language, and actions.
- Display appropriate personal appearance.

Respect Property

- Protect and take care of school property.
- Respect the property of others.

Demonstrate Appropriate Social Skills

- Learn how to handle conflicts appropriately.
- Display acceptable behavior in all areas of the school including the hallways, cafeteria, assemblies, and special events and sports events.
- Demonstrate courtesy and respect when interacting with others.

Display a Concern for Learning

- Accept responsibility for your own learning.
- Be an active and cooperative learner.

- Demonstrate behavior that does not interfere with the learning of others.
- Meet or exceed class requirements.

Be Prompt and Prepared

- Be on time to all classes.
- Demonstrate that you are ready to learn by being in your seat, quiet, and ready for instructions from your teacher.
- Have appropriate materials and equipment such as books, workbooks, notebooks, pencils, pens, etc.

STUDENT DISCIPLINE PROCEDURES

STUDENT BEHAVIOR

The following behaviors are considered unacceptable:

- Disrespect to staff members, including, but not limited to:
 - Talking when the teacher is talking.
 - Failure to listen to directions.
 - Defiance or arguing with the teacher.
 - Refusing to follow directions.
 - Interrupting the teacher or other students.
 - Shouting or yelling to get the teacher's attention.
 - Lying.
- Behaviors which are disrespectful of others, including, but not limited to:
 - Swearing.
 - Use of inappropriate gestures including sexual or gang-related signs or gestures.
 - Harassment of any kind, including racial, sexual, or physical harassment.
 - ** See appendix for District Harassment Policy.
 - Taking money or objects which do not belong to you, i.e. stealing.
 - Shoving or hitting other people.
 - Threatening other people.
 - Hazing
 - ** See appendix for District Hazing Policy
- Behaviors which are disruptive to the educational process, including, but not limited to:
 - Skipping classes.
 - Leaving school without permission.
 - Forging parent notes or permission slips.
 - Student possession of communication devices such as a pager, cell phone, or beepers, in classrooms or study halls.
 - Use of personal tape or CD players with headphones, in classrooms or study halls.
 - Use of tobacco products on school grounds, at school-sponsored events, or within a distance of 300 feet or one city block, whichever distance is greater, beyond school district property. See tobacco policy.
 - Use, possession, or being under the influence of alcohol, or other controlled substances while on school grounds or at a school-sponsored event.
 - Violation of the school dress policy.
 - Behaviors which are disrespectful of school property, school buildings, or equipment including, but not limited to:
 - Intentionally damaging any part of the school building or property.
 - Littering.
 - Eating lunches in any area of the school other than the cafeteria or courtyard without permission.
 - Behaviors that violate school policies or procedures, including, but not limited to:
 - Failure to report to detention when assigned.
 - Failure to report to Saturday school when assigned.
 - Violation of a student contract.
 - Violation of the district internet policy.
 - ** See appendix for District Internet Policy.
 - Gambling while on school grounds or at a school event.
 - Public displays of affection.
 - Behaviors which present a threat to the safety of other students or staff, including, but not limited to:

- Student possession of laser pens, pointers, butane lighters, *fireworks*, or other devices which the administration determines may pose a safety concern.
- Student possession of any object which could be used as or considered to be a weapon.

** See appendix for District Weapons Policy

STUDENT APPEARANCE

The district wants the dress code to help bring a level of appearance that supports and also advances Pine Island's high standards of achievement in other areas. They believe that the dress code is an important part of helping students learn how to express themselves appropriately, and the district also feels that positive but not excessive attention to appearance promotes personal and school pride.

- If there is some question as to the appropriateness of certain apparel the student should wear something else.
- Students are expected to be appropriately dressed and groomed for school at all times.
- Students may not wear clothing that displays sexually explicit logos, designs or slogans.
- Skirts and shorts need to reach the end of the student's fingertips.
- Shirts must have a reasonable neckline that must not fall below a line extending from armpit to armpit.
- Shirts must fit appropriately for school and not skin tight.
- Spiked jewelry is not allowed, body piercing jewelry must be removed for physical education classes.
- Heavy chains may **not** be worn to secure wallets or around the neck.
- T-shirts that make derogatory statements may **not** be worn.
- Students may not wear clothing or jewelry that advertises or displays alcoholic beverages, tobacco, or illegal drugs.
- Students may not wear or possess gang related insignia, colors, paraphernalia, materials, apparel, including, but not limited to, gloves, bandannas, shoestrings, wristbands, jewelry, or tattoos, which are likely to cause others to feel threatened.
- Students may not wear clothing that is disruptive to the learning environment, or presents a concern related to personal health or safety. Examples include, but are not limited to, excessively short skirts or shorts, halter tops, spaghetti straps, clothing that reveals the midriff, chains.
- Students may not wear hats, caps, bandannas, or other headgear during regular school hours unless they are related to a specific school activity, religious practice or are needed as a matter of health. Administration needs to be informed of these special circumstances so that a pass can be issued to the student.
- Students must wear shoes or other appropriate footwear while in the school building.

CHEATING

Students may not copy other students' assignments or allow their own work to be copied.

Cheating on tests or quizzes will be determined by the classroom teacher. The teacher will assign appropriate academic penalties in the classroom and may refer the student in question to the principal for assignment of additional consequences.

Plagiarism on written assignments will be determined by the classroom teacher. The teacher will assign appropriate academic penalties in the classroom and may refer the student in question to the principal for assignment of additional consequences.

CHEMICAL USE

Illegal Drugs and Alcohol

Use of illegal drugs and alcohol by minors is both illegal and harmful. No student shall knowingly use, consume, buy, sell, possess, handle, transport, or be under the influence of any controlled or mood altering substance on school property, or at school activities, functions or events. Controlled substances include alcohol, marijuana, hallucinogenic drugs, amphetamines, narcotic drugs, barbiturates, or other mood-altering substances. Prohibited conduct includes handling, transporting, or having on the student's person, in the locker, or vehicle of the student, any controlled substance, drug paraphernalia, or any mood altering substance.

VIOLATION OF THIS POLICY MAY RESULT IN:

- Out of school suspension.
- Initiation of Minnesota State High School League penalties.
- Referral to the Student Assistance Team.
- Parent conference with recommendation for community-based assessment
- Referral to school board discipline committee
- Recommendation for expulsion and/or exclusion proceedings for repeated offenses.

- Referral to county Tobacco Diversion Program.
- Referral to police for possible citation.

Using, distributing, bartering, delivering, exchanging, giving away, selling, or attempting to sell alcohol, controlled substances, prescription drugs or mood altering substance will result in immediate initiation of expulsion and/or exclusion proceedings.

USE OF TOBACCO

No person shall, at any time, possess, smoke, chew, or otherwise ingest any tobacco product in a public school, on school property or at any school activity, function or event. Use of tobacco products is prohibited within a distance of 300 feet or one city block, whichever is greater, beyond school property boundaries.

Violation of this policy will result in:

- In or out-of-school suspension for one (1) school day for first offense.
- In or out-of-school suspension for two (2) or more days for repeat offenses.
- Initiation of Minnesota State High School League penalties.
- Notification of parent or guardian.
- Referral to the Student Assistance Team.
- Referral to police for possible citation.

DISCIPLINE PROCEDURES

Individual Classroom Behavior Management

The classroom teacher is the first line of authority in the school. Teachers shall have the responsibility of attempting to modify disruptive or inappropriate behavior that occurs in their classroom by discussing the behavior with the student and informing the parent of the behavior that is taking place in class before referral is made to the principal. Teacher interventions may include, but are not limited to:

- Teacher-student conferences
- Parent conferences
- Assignment of appropriate consequences
- Use of positive reinforcement
- Referral to the high school principal

Referral to the Principal

Referral to the principal will take place when teachers or other school personnel feel that their attempts to modify disruptive student behavior have not been successful. A call made by the principal to a parent about a disruptive behavior should not be a surprise to the parents. Students or parents may also refer concerns regarding discipline directly to the principal. In all instances, teachers or school personnel should provide written documentation regarding the behavior incident and any interventions attempted. The principal will investigate the misconduct and interview any other students if deemed necessary.

If the principal determines that disciplinary procedures are necessary, action will be taken including, but not limited to, any combination of the following:

Telephone call or written communication to parent/guardian.

- Reprimand.
- Assignment to detention.
- Assignment to Saturday school.
- Student contract set up.
- Referral to counselor.
- Parent/guardian conference.
- Teacher conference.
- Student placed on work detail.
- Assignment of written report or apology.
- Restricted privileges.
- Revised class schedule.
- Removal from class.
- Referral to Student Assistance Team.
- Referral to community resources.
- Referral to Student Support Team.
- In-school suspension.

- Out-of-school suspension.
- No Trespass notice issued.
- Revocation of bus privileges.
- Assignment to work service or restitution.
- Referral to School Board Discipline Review Committee.
- Recommendation to the School Board for expulsion.
- Referral to law enforcement.
- Other disciplinary actions deemed fair and reasonable.

Repeat or multiple offenders

- Students who are repeat or multiple offenders will be expected to attend an informational night at the school with their parents. If the parents and students do not attend this meeting as scheduled, the student may be excluded from the school for insubordination. Informational nights will be scheduled quarterly or monthly as needed and will be held in the evening. Speakers will include the principal, counselor, police liaison, and other outside resources as necessary. These meetings may or may not be private and subjects will be broad keeping personal issues confidential from other parents and students unless the parent or student makes their reason for attendance public.

Recommendation for alternative educational program or change of placement.

The administrator will recommend that an alternative educational program or change of placement be considered or required when a student's behavior meets one of more of the following criteria:

- The student's behavior continues to be disruptive to the educational process after referral to and intervention by administration and/or student support services personnel.
- The student refuses to follow the rules and regulations provided in student handbook.

Recommendation for expulsion.

The administrator will recommend that the Board of Education expel any student whose behavior meets one or more of the following criteria:

- The student is in possession of a weapon on school grounds or at a school-sponsored event.
- The student's behavior threatens the safety of other students or staff members.
- The student meets the criteria for expulsion as indicated in any district policy or procedure.
- Students who meet the above criteria and who qualify for special education services will be referred to the IEP team for consideration of change of placement.

Recommendation for Chemical Assessment

- Students who are found to be using or in possession of illegal drugs or chemicals will be asked to complete a chemical assessment from a private chemical abuse counselor. The results of the assessment must be shared with the principal and the recommendations of the counselor must be completed. Students who comply with these recommendations may be given a lesser penalty from the school district as approved by the district discipline review committee and/or principal. The costs for the private chemical abuse counselor will be paid for by the student or parent.
- Students who are repeated users of tobacco and alcohol may be asked to complete a chemical assessment from a private chemical abuse counselor.
- Students who are found using or in possession of chemicals in school with or in the community will be required to participate in a district chemical use evaluation. The results of this evaluation will be shared with the parents and/or private chemical abuse counselor.

ACTIVITY PROGRAMS

ELIGIBILITY AND TRAINING RULES

As a member of the Minnesota State High School League, Pine Island High School and the students who represent the school are governed by all eligibility and training rules as prescribed in the Official Handbook. These regulations apply to all activities, and are for ALL STUDENTS REGARDLESS OF AGE.

Conduct Unbecoming an Athlete / Competitor – Good Standing

The expectations of a student whom will represent our school by participating in an extracurricular activity whether it is an academic or an athletic program are higher than for those not involved in extracurricular activities. Participation in these activities is a privilege, not a right to all students. Both parents and students need to understand that as a representative of our school in competitive and performance programs we expect them to exhibit model behavior both in and out of school. When a student has been found to be in violation of the district expectations, consequences will be enforced as appropriate.

Definition: The term “Good Standing” shall mean that the student is eligible under all of the conditions and eligibility requirements of the Minnesota State High School League as well as the eligibility requirements of Pine Island Public Schools as determined by the appropriate building level Principal.

Conduct Unbecoming an Athlete / Competitor Category I and II Programs and school sponsored events

If the violation is a violation of the Minnesota State High School League (MSHSL) rules (Bylaw206) and the activity the student is involved in is a MSHSL activity, the penalty will follow MSHSL rules. If the activity is not a MSHSL activity, the penalty may follow MSHSL rules or follow the options listed below. The High School Principal has the final say of the consequence.

- A student may lose the “Good Standing” status if they violate school policies, state laws, or Federal laws. Determining the violation and the consequence will be at the discretion of the High School Principal. Examples of behaviors or violations that may cause the student to lose the good standing status are listed below. This list is not complete.

- Chronic misbehavior*
- Vandalism*
- Insubordination*
- Truancy*
- Harassment*
- Theft*
- Assault*
- Others as determined by the Principal*

Consequences for violating the above listed policies and laws may vary and will most likely impact the extracurricular activity in which the student participates. The consequences may include suspensions from participating in special school events, performances, games, specific number of weeks, percentage of competitions, or seasons depending on the severity of the infraction and the quantity of minor infractions the student has accumulated. This determination will be made at the discretion of the High School Principal.

1. SCHOLARSHIP: It is the philosophy of Independent School District #255 to be concerned with the progress of all students in the school whether or not they are out for activities. Report cards, student progress slips, parent-teacher conferences, teacher, counselor and principal conferences with students are all methods of dealing with student progress.

2. ACADEMIC ELIGIBILITY: Students must be making adequate progress towards graduation. If a student is not making adequate progress they may jeopardize their opportunity to participate in extracurricular activities of both category I (Governed by MSHSL) and Category II (Non-MSHSL governed) activities. Eligibility will be determined by the “F” list each quarter (1, 2, 3, and 4) as follows.

- One failure (F) : Student will maintain eligibility but must attend PASS program for remainder of the quarter, 2 times per week.
- 2 – 3 Failures (F's): Student will be ineligible for 2 weeks and must attend the PASS program 2 times per week to maintain eligibility after the two week non-competition period. Student must attend PASS until the end of the semester. If the student does not attend PASS 2 times per week they will lose their eligibility for the remainder of the semester.
- 4 or more Failures (F's): Ineligible for the remainder of the semester or next semester if received at the end of a semester.

If the student attends summer school and makes up the class they failed, their eligibility will be reinstated in the fall. Registration for summer school does not make the student eligible if they are in a spring sport that goes into the summer. It is important to note that not all courses will be offered in the summer for students to retake.

3. TOBACCO AND MOOD ALTERING CHEMICALS: A student shall not use, consume, buy, sell, have in his/her possession, or give away drugs, including mood-altering chemicals, tobacco products, or beverages containing alcohol (regardless of quantity), on school grounds or at any school sponsored activity. A student shall not attend school or any school activity under the influence of alcohol, illegal drugs, or mood-altering chemicals.

Students may use prescription medications prescribed by a physician, or over-the-counter medication authorized by a parent (i.e. Tylenol), as long as that use is in compliance with the district's Medical Policy guidelines.

Students who violate these rules shall receive counseling from an acceptable agency or professionally competent person such as a medical doctor, psychiatrist, psychologist, drug counselor or school counselor.

Observed violations of the above alcohol rules must be submitted to the administration in writing, on a form to be provided, within 10 days of the date of the violation.

Minnesota Statute 121A.28 requires that as of August 1, 1988, law enforcement agencies report drug or alcohol related violations occurring in their jurisdiction to the school district where the involved student/s attend school. Reported violations from law enforcement will affect a student's participation in extra-curricular activities which fall under the guidelines of the Minnesota State High School League.

Category II ineligibility can be fulfilled by Category I eligibility restoration but not vice-versa.

4. SEXUAL, RELIGIOUS, AND RACIAL HARASSMENT: During the school year, a student shall not violate the religious, racial and sexual harassment and violence policies of the Pine Island High School nor the Minnesota State High School League.

*These penalties shall apply as MSHSL penalties where relevant. If a 7th or 8th grade student competes on a "B" team, junior varsity team, or varsity team, his or her penalties shall accumulate through 12th grade.

5. SEXUAL, RELIGIOUS, AND RACIAL VIOLENCE: Students determined to be guilty of the violation of sexual violence rules shall lose eligibility to participate in Minnesota State High School League sponsored activities for the next twelve calendar months.

Students who violate these rules are also subject to other consequences (for violations of the school's code of behavior) as identified by school officials.

Pine Island School Eligibility Guidelines

Participation in School activities is dependent on your eligibility.

The Pine Island School District follows the Minnesota State High School League guidelines for students to be eligible to participate in either Category I or II activities. Bylaw 205.

6. ATTENDANCE: Members of any extra-curricular activity are expected to be at every practice or activities session unless they are absent due to illness or are excused in advance. Participants who violate school attendance regulations are subject to temporary suspension from participating. Any student who is absent from school for more than 1/2 day will not be allowed to participate in an activity after school that day unless participation has been approved by the principal for extenuating circumstances. Likewise, a student participating in an activity is expected to be in school that next morning.

7. ACTIVITY POLICY: All activity directors and coaches will have rules which will be specific to that sport or activity.

8. TRANSPORTATION: All members of extra-curricular groups attending games, contests, and school sponsored activities out of town are required to ride to and from these events in the school bus or in the mode of transportation

provided by the school unless arrangements have been made between the student's parents and the coach or director involved.

9. AWARDS: All letters and award qualifications are set by the activity director or head coach of that respective activity. Check with these people for further information.

10. INSURANCE: Students must provide their own insurance coverage.

11. ATHLETICS: Students participating in athletics must complete and return an eligibility rule sheet and a physical examination slip, if needed, prior to participating in athletic activities. Physical examination slips are valid for three years. The cost of physicals is the responsibility of the parents.

10. EXTRACURRICULAR STUDENT CONDUCT: Students who participate in Pine Island extracurricular activities are expected to be good examples of the high expectations that Pine Island prides itself on. Misbehaviors and inappropriate actions will be dealt with severely. The consequence may be equal to or similar to the consequence for using mood-altering chemicals. It is important that both students and parents understand that participation in extracurricular activities is a privilege and not a right.

EXTRACURRICULAR ACTIVITIES

We are very proud of the wide variety of activities provided for students of Pine Island High School. Each student is strongly urged to take part in some phase of the Activity Program. You will gain many things, including friendship and sportsmanship that will be long lasting. We feel we have excellent facilities, and a fine instructional staff, a very interested administration and faculty, and an active student body. Take advantage of the activities offered.

The Activities Program will include the following. This may not be a complete list:

Sports Programs	One Act Play	Destination Imagination	Art Scream
DECA	Student Council	Pep Band	FFA FCCLA
Academic Triathlon	Jazz Strings	S.A.D.D.	Math League
Vocal Music	Culture Club	Instrumental Music	PeerCounseling
National Honor Society		Environmental Club	Drama Speech

SPORTSMANSHIP

Code of Conduct

- * Cooperate with and respond enthusiastically to cheerleaders
- * Respect the property of others
- * Respect the judgment of the coach and game official
- * Avoid unsportsmanlike gestures or language
- * Recognize and appreciate a good play no matter who makes it

At all times, students should display good sportsmanship while attending athletic contests. Booming, heckling, rude gestures and disrespectful behavior are not a true representation of the Pine Island student body, nor will they help our team onto victory. It usually helps to hinder our chances to win, and above all it tarnishes the feeling that other schools and fans have of Pine Island High School. It is important to remember that as fans you are there to cheer positively for your own team and not against your opponents.

Policies:

The following policies should be of interest to students and parents. Please locate the policies online at www.pineisland.K12.mn.us

You can view the most recent and updated policies at this site under *Other Links*; then *School Policies*.

###	Policy
1	Activity Fee
67	Advertising
2	Appropriate Communication
70	Bullying Prohibition
4	Cheating
5	Chemical Dependency – Students and Staff
61	Chemical Use and Abuse – Students and Staff
6	Chemicals, Drugs, and Alcohol Illegal Use – Student
42	Disability Nondiscrimination
9	Discrimination
43	Drug free workplace, Drug free school
45	Equal Educational Opportunity
17	Graduation Participation
18	Harassment and Violence Prohibition
19	Hazing Prohibition
23	Internet Acceptable Use – Student
25	Medication in School
48	Search of Student Lockers, Desks, Personal Possessions and Student's Person
31	Student Appearance
33	Student Discipline
55	Transportation of Public School Students
36	Transportation Safety – Student
39	Weapons, Explosives, and Dangerous Objects