

# Pipestone Area Schools

## 2023-2024

### Middle School

### Handbook



## PIPESTONE AREA MIDDLE SCHOOL

The components of this handbook are derived from School District Policy. A complete copy of each policy is on file in the Principal's Office, District Office and on the District website.

### I. GENERAL INFORMATION

#### A. School Agenda/Assignment Notebook

Each student will be issued an assignment handbook to promote organizational skills and increase student achievement. Students will always have their handbooks with them. Students who lose or intentionally destroy their handbook will be required to purchase a replacement at the cost of \$10.00.

#### B. Building Hours

The Pipestone Area School Building hours are from 7:45 A.M. to 3:45 P.M. **Students should not "hang out" in the building after 3:30 P.M.** Students who do not have a valid reason for being in the building will be asked to leave.

#### C. Visitors

All visitors are to report directly to the High School/Middle School Office upon entering the school. Student visitors are not allowed to attend classes during the school day.

#### D. Church/Family Night

Each Wednesday evening of the school year is designated as church/family night. There will be NO middle school/senior high school activities, practices, or work sessions scheduled after 7:00 P.M.

#### E. Teacher Qualifications

Parents may check the qualifications of their student's teachers by checking Pipestone Area Middle School's Website ([www.pas.k12.mn.us](http://www.pas.k12.mn.us)) or by contacting the Principal's office.

#### F. Pledge of Allegiance

Pipestone Area Middle School will read the Pledge of Allegiance at least weekly during the school year. Any student who wishes to sit out the pledge may do so and other students will respect that right.

#### G. Fire/Tornado Drills

Drills are required by law and are an important safety precaution. When the fire signal is given, everyone must leave the building by the prescribed route. Students should walk quietly and rapidly across the street. When the tornado signal is given students are to proceed to the assigned shelter area. Each student should familiarize him/herself with the exit route that is posted in every classroom. At the end of the drills, students will return directly to their classes.

### H. Student Pictures in School Publication/Internet Web Pages and Local TV Broadcasting

If any student does not wish to have his/her picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parent must notify the principal's office in writing before the picture is taken.

### II. ACADEMICS

The Pipestone Area Middle School will use the following grading scale for all classes.

A = 92 – 100%

B = 83 – 91 %

C = 74 – 82 %

D = 65 – 73 %

F = 64% and below

P/Pass = C

#### A. Report Card Information

Report cards are computer-generated and given out four times each school year. PAS uses a 4.0 (A) scale.

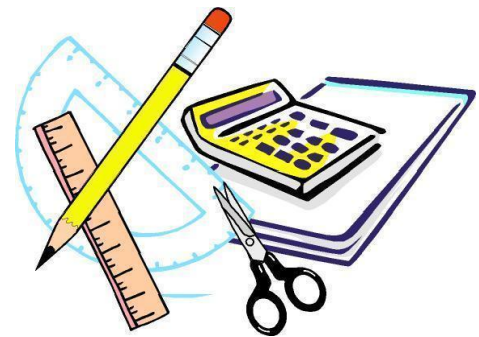
#### B. Honor Roll

**Specific requirements for eligibility:**

1. Honor Roll I – Students must have a 3.5 or higher-grade point average for the current quarter to qualify for Honor Roll I.
2. Honor Roll II – Students must have a 2.75 to 3.49 grade point average for the current quarter to qualify for Honor Roll II.

#### C. Class Failure Policy

1. "Definition of Failing a Full Year Class" Add each of the four quarter percentages, divide that number by four, and then place that percentage into the current grading scale for the class.
  2. Any student failing a course may take an online learning program during summer school. Upon successful completion of the summer school course(s), the student will be promoted to the next grade level.
  3. Any student choosing to not complete the summer program will repeat the classes/grade level failed.
- Any student not making adequate academic progress may be ineligible for extracurricular practices or games. The coach, athletic director and administration will determine reinstatement.



## D. Academic Integrity Policy

**1. Academic honesty is a core value at PAS.** All students are encouraged to show personal honesty in their work and expect the same from others. Doing this allows each student to be evaluated on his or her personal accomplishments and at an equal basis with others while demonstrating the curriculum expectations.

### 2. Academic Honesty falls into two categories

a. Plagiarism – to steal and pass off (the ideas or works of another) as one’s own; to use (another’s production without crediting the source; to commit literacy theft, to present as new and original an idea or product derived from an existing source.

b. Sharing of Work

### 3. Examples

a. Cheating on a quiz or test by any means other than your own memory.

b. Copying an assignment or worksheet or sharing information about an assignment or test.

c. Offering another student the answers to an assignment, worksheet, or test.

d. Theft of items such as worksheets, notes, notebooks, tests, and /or answer keys.

e. Lying to a faculty member about academic activities.

f. Failing to indicate quotations taken from a source or to identify the source when writing.

g. Copying any pre-written essays or assignments found on the Internet or using an essay from another person.

### 4. Consequences

a. In a situation where a teacher suspects academic dishonesty, the teacher will determine the scope of plagiarism that has taken place. For intentional situations where work is submitted that is not your own, the teacher will refer the matter to administration. A meeting will take place that may involve the student, parents, teacher and administration. For cases deemed plagiarism the following apply:

i. 1<sup>st</sup> offense – 3 hours detention and completion of assignment. A record of the plagiarism will be kept on file in the office until you leave school permanently.

ii. 2<sup>nd</sup> offense – One day In-School Detention and completion (re-do) of the corresponding assignment.

iii. 3<sup>rd</sup> offense – A 3<sup>rd</sup> or subsequent offense may result in a longer suspension and/or removal from the class.

#### b. Sharing of Work

I. Students who allow another student to use their work and present it as their own will be referred by the teacher to the administration. They will serve an after-school detention.

ii. Students who use another student’s work and present it as their own will serve 3 hours after school detention and complete the assignment to demonstrate proficiency as determined by the teacher.

## III. ATTENDANCE

Attendance has been shown to be a key component of student learning. Regular attendance allows students to participate in the full scope of the curriculum, gain learning experiences, and collaborate with peers and teachers. To that end, regular attendance is correlated to high academic achievement. Pipestone Area Schools has created a clear attendance system. This system holds students accountable for regular attendance in accordance with State and Local attendance laws. Therefore, PAS students are expected to arrive at school and class on time and attend school and classes daily. This is done in accordance with state statute 120A.22 on compulsory attendance.

### A. Attendance Policy

To earn a credit in a course at Pipestone Area Middle School or High School, a student must satisfactorily complete all course work and tests as assigned and not be absent from the class more than ten (10) times in the semester. Any student surpassing 10 absences in a semester will receive an unexcused absence for each absence thereafter. The school administrator has the authority to determine excused and unexcused absences.

If a student is absent from a class more than ten (10) times in a semester, credit for that class may be denied. School related absences will not count towards the maximum days of ten. The student will have the right to appeal the loss of credit and request that the credit be reinstated. Any student losing credit will be required to visit with a school counselor and/or principal to discuss alternatives.

Parent(s)/Guardians will be notified by a letter at:

A. seven (7) absences in a semester

B. ten (10) absences in a semester

A parental conference may be requested at eight (8) absences. A truancy petition will be filed for excessive absences. When a student misses more than ten (10) times a certified letter may be mailed indicating that credit has been denied in the class and the student has the right to appeal.

### Excused Absences

The following are generally considered excused absences but may not be limited to:

1. Illness, injury or hospitalization of the student.
2. Appointments that generally cannot be scheduled outside the normal school day such as medical, dental, chiropractic, orthodontic, driver’s exam and counseling. Verification of appointments shall be provided to the office upon return to school.
3. Family emergency.
4. Mandatory court appearances.
5. Compliance with any part of Individual Education Plan or a 504 Accommodation Plan.
6. Students attending a State Tournament in which Pipestone Area School is a participant. Parent permission must be given in advance and verification of attendance shall be provided upon

return. Attendance will be excused as parent verified.

### **Exempt Absences**

Exempt absences are those that do not count against the 10-day student absences.

1. Suspensions

### **Unexcused Absences**

An unexcused absence will be given when the absence cannot be verified/approved by the school. The following will be unexcused:

1. Truancy (skipping school or class)
2. Appointments that could generally be done outside the normal school day (haircut, tanning booth, pictures, etc.)
3. Miscellaneous (oversleeping, sleeping in, missed bus, etc.)
4. No parent permission given for an absence.
5. Attending activities, school or other, as a spectator, which are not approved by the administration.

### **B. Student's Responsibility**

It is the student's responsibility to be in school. It is also the student's responsibility to attend all classes regularly and to follow the correct procedures when absent from class.

### **C. Parent's Responsibility**

It is the parent's responsibility to make sure the student attends school daily, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve attendance problems that may arise.

### **D. School's Responsibility**

It is the school's responsibility to encourage the student to attend school, to maintain accurate attendance records in each class and study hall, to work cooperatively with the parents and the student to solve attendance problems.

### **E. Reporting Absences**

#### **When a student must leave school during the school day:**

1. Students need a note or must have a parent call before they may leave school.
2. If a student becomes ill during the day they must report to the nurse's office before leaving the building.
3. Students must get an "Out of Building Pass" from the Principal's Office.
4. If a student does not follow these steps they will receive an unexcused absence from class.

#### **When a student is absent for the entire day:**

1. A parent should call the school before 9:30 A.M. with the reason the student will be gone.
2. Parents should write a note explaining the absence.
3. Students must get an "Admit Slip" from the office by 8:15 A.M. on the day they return to school.
4. If a student forgets a note or parents cannot be contacted they will receive an unexcused absence.

### **When a student will be gone from school:**

1. Bring a note from a parent stating when you will be gone and the reason for the absence.
2. Get an advanced assignment sheet from the Principal's office.
3. Have your teachers complete the advance assignment sheet and make arrangements to make-up assignments that will be missed.

### **Make-up work:**

Students shall have a reasonable amount of time within teacher discretion to complete school-work due to an absence.

### **F. Tardiness**

Students are expected to be in class on time. Students will be considered tardy any time that they are not in an assigned area when the bell rings. A tardy is given if a student misses up to 15 minutes of a class. After 15 minutes a student is considered absent. Teachers may assign detention for tardiness. Students who continue to be tardy will be referred to the Principal's office. A parent conference, detention, loss of privileges or in school detention may result from excessive tardiness. Students who are tardy for the 1st hour must report to the office to get a tardy slip. Students will be given one warning each semester.

### **G. Extra-Curricular Absenteeism**

Students must be in school at the start of second hour (9:37am) and be present in the classroom the remainder of the day, to participate or practice in any extracurricular activity that day. The principal or activities director may approve a waiver of this rule for medical, dental or other emergency situations.

### **H. Homebound Instructions**

Students who are, or will be, absent for ten consecutive days due to injury, surgery, illness or pregnancy may be placed on home instruction with a medical doctor's written recommendation and approval of school administration. Application forms are available in the Principal's office.

### **I. Students Withdrawing or Transferring from School**

Students withdrawing or transferring from school must complete the student withdrawal form available in the Counseling office.



## **J. Truancy**

Pipestone Area Middle School will follow the Pipestone County Truancy Policy in dealing with students with unexcused absences. Truancy is defined according to MN Statutes 260A.02, subd. 3 and has two classifications.

1. A continual truant is any student who is absent from attendance at school without lawful excuse for three or more class periods or three or more days in one school year in middle, junior and senior high school.
  - a. A student who has one to three unexcused absences will have a parent notified. Interventions will begin.
  - b. A student who has three to six unexcused absences will have a meeting with the parent, child and family services. Further interventions such as students meeting with social workers and discipline such as detention will occur.
2. Habitual truancy is when a student has seven or more unexcused absences. A school is required to report the student in violation of the law at seven unexcused absences according to MN Statute 260.131, subd 1b.

## **IV. DISTRICT INFORMATION**

### **School Meals Policy #534**

Our district offers breakfast and lunch at school. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

Proper nutritional intake is essential for adequate learning to occur. The Food Service Department utilizes a computerized Point of Sale system requiring pre-payments. Students may purchase meals when funds have been deposited into their personal account. Cash payments are always accepted and students selecting ala-carte options can use either cash or positive lunch account funds at the MS/HS. Families may apply for free/reduced meals anytime during the school year.

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their students' accounts at the beginning of the year and during the course of the school year. The parent/guardian will be notified when their student's account reaches a balance of \$10.00 or less. The parent/guardian will receive a 2<sup>nd</sup>

notification from the Food Service Director when their student's account reaches a zero or negative balance. When a student has a negative account balance, the student will not be allowed to charge an ala carte item. A negative balance of \$10.00 initiates notification to the school principal, who will communicate to appropriate staff to contact parent/guardian. Further negative balances initiates notification from other school personnel including school counselors and the principal. Meetings with school personnel will occur to discuss options including providing a student with an alternate lunch.

### **Student Disability Nondiscrimination Policy #521**

Section 504 of the Rehabilitation Act of 1973 (34 C.R.R. Part 104) is a federal civil rights statute that assumes individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law. This law protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not. Section 504 is designed to provide equal access and fairness in general education to students with disabilities. A student is entitled to a 504 Accommodation Plan if they have been identified as having a disability and the evaluation shows that the individual has a mental or physical impairment that substantially limits one or more major life activities. If a parent is concerned about a child's progress in school because of a disability, they should bring their concern to the attention of the school social worker, counselor and/or teacher.

**Pipestone Area School District Americans with Disabilities Act/Section 504 Coordinator – Kaysee Slaba**

### **Student Sex Nondiscrimination Policy #522**

The school district provides equal educational opportunity for all students and does not unlawfully discriminate based on sex. No student will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity operated by the school district based on sex.

**Title IX Coordinator – Rick Zollner**

### **Student Surveys Policy #520**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. Student surveys will be conducted anonymously and in an indiscernible fashion. Parents can review surveys and to opt their student out of participating in the survey. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. 1232h.



**Electronic Technologies Acceptable Use and Safety Policy #524**

- A. **Purpose** - The purpose of this policy is to set forth guidelines and parameters for access to acceptable and safe use of the District’s electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, electronic applications, electronic communications, the District’s network and Internet social networking tools.
- B. **General Statement of Policy** - Pipestone Area School District recognizes the value of providing technology equipment, network services and Internet access to students, staff, and community to enhance its mission of education. By providing electronic technologies, students and staff have access to explore libraries, databases, websites, online resources and exchange messages and communication with people around the world. The District expects instructional staff to utilize these electronic technologies and tools within its daily curriculum, while providing guidance and instruction to students in their use. Doing so promotes educational excellence at Pipestone area schools.
- C. **Internet Use Agreement**
1. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of student, parents and employees of the district.
  2. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a

3. district account or educational technologies to access the Internet.
3. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and the parent or guardian. The agreement must be signed to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
4. A signature is required when the student begins in the district, in Kindergarten, 2<sup>nd</sup> grade, 6<sup>th</sup> grade and 9<sup>th</sup> grade.
5. Students have access to Internet resources through their classroom, library or school computer lab.
6. Students using social networking tools and curriculum content management software for a teacher’s assignment or class are required to keep personal information as stated in Section VIII of this policy out of their postings.
7. Students using the district’s educational technologies for social networking for a limited educational purpose must follow Policy 514, Bullying Prohibition.

**Mobile Device Handbook for Parents and Students**

In accordance with **Policy #524** Pipestone Area Schools sets expectations for the use of mobile devices. Students in grades 5-12 will have a Chromebook with a charger. If your child is in need of internet access for home use, a personal hotspot wi-fi device can be checked out.

**Title and Ownership** - The legal title and ownership of the mobile device (iPad, Chromebook, hotspot) is maintained by Pipestone Area School District 2689.

**District Policies specific to the use of Technology** - Your right of possession and use is limited to and conditioned upon your complete compliance with the following PAS school board policies (these can be found on the PAS website under the “District” tab):

- Internet Acceptable Handbook (#524)
- Cyberbullying Policy, which is part of the PAS Bullying Prohibition Policy (#514),
- Student Discipline Policy (#506)

Failure to comply with the district policies or guidelines in this handbook regarding care and use of the mobile device may result in the loss of privilege to take the mobile device home or use the mobile device in general.

**Mobile Device Check-Out and Check-In** - Mobile devices will be distributed each fall during designated dates and times. Parents/Guardians and students must sign the Mobile Device Agreement as well as the Internet Acceptable Use document. Students will turn in their device, charging cord, and hotspot (if used) at the end of the school year at a designated date and location. Students who withdraw

enrollment from Pipestone Area Schools for any reason must return the mobile device and accessories on the date of withdrawal. If a student fails to return the mobile device, accessories (charging cord, case) and hotspot (if used), the student will be billed for the full replacement cost of the equipment.

### **Lost, Stolen, or Damaged Mobile Devices (including accessories)**

**\*If the mobile device is lost, it must be reported immediately.**

- Elementary students/parent-guardian should report the lost device to their classroom teacher.
- MS/HS students/parent-guardian should report the lost device to the Tech Office.
- It is the responsibility of the student/parent/guardian to recover or replace the lost mobile device.

**\*If the mobile device is stolen, it must be reported immediately.**

- Elementary students/parent-guardian should report the stolen device to their classroom teacher.
- MS/HS students/parent-guardian should report the stolen device to the Tech Office.
- It is also the responsibility of the student/parent-guardian to report the stolen mobile device to the police. A police report must be filed and a copy provided to the school.

**\* If a mobile device is damaged through normal student use, it must be reported immediately.**

- Elementary students/parent-guardian should report the damaged device to their classroom teacher.
- MS/HS students/parent-guardian should report the damaged device to the Tech Office.
- A repair form will need to be filled out immediately. If damage was caused by mis-use or abuse, it is the student/parent/guardian's responsibility to replace the device at their own expense. Student discipline may also be given following existing PAS disciplinary policies.

**\*If a student device is undergoing repair, a loaner device may be issued.**

### **Taking Care of the Mobile Device and Accessories**

Mobile hotspots for home internet use may be available for check-out from the technology department.

#### **General Care**

- Students are responsible for keeping the mobile device's charged for school each day.
- Only use a clean soft cloth to clean the screen. Please do not use any cleaning wipes (Clorox, Windex, etc...) of any kind
- Use care when inserting cords and cables into the mobile device ports to prevent damage.
- Mobile devices must never be left in a location that is susceptible to extreme cold or extreme heat.
- Pipestone Area Schools has individuals trained in repairing and fixing mobile devices. NEVER try to repair mobile device yourself or have someone

outside the district work on it, as this could void the warranty and cause additional expense incurred by the student and/or parent or guardian.

- Mobile Devices must remain free of any writing, drawing, stickers, skins, or labels except those placed on the device by the district. Stickers and labels placed on the device by the district, must remain intact. Please do not eat food or drink while working on the mobile device.
- Protective cases must remain on the iPad at all times.

#### **Mobile Device Security**

- The mobile device should not be left unattended. When not in your personal possession, the mobile device should be in a secure location.
- Do not lend your mobile device or charger to another person. Each device and charger are assigned to individual students. The responsibility for that device rests with the individual.
- Each mobile device has a unique identification number/label. This may not be modified or removed.
- Students are required to use their school issue secure sign-in when logging into their mobile device within Pipestone Area School District Wi-Fi.

#### **Backgrounds and Screensavers**

In alignment with the Internet Acceptable Use and Safety Policy (#524), inappropriate media may not be used as a screensaver or background for the mobile device.

#### **Using the Mobile Device at School**

1. Each student will have their own personal, unique login name and password. This information needs to be written down and memorized, if possible.
2. Mobile Devices are intended for use at school each day and MUST come to school with full charge.
3. MS/HS students are expected to bring their device to each class, unless otherwise noted by the teacher.
4. Apps installed by the Pipestone Area Schools District must remain on the mobile device and be easily accessible at all times. From time to time, the district may load other apps needed for instruction.
5. Teachers will be using a variety of apps and programs throughout the school year. If you ever have a question about an app your child is using, please contact the teacher for more information.
6. If students are running out of space on the mobile device, any non-school related materials will be deleted from the device.
7. Updates of apps are required from time to time. Before installing an update, PLEASE talk with your classroom teacher or tech office.
8. The Mobile Device has been checked out to the student and should be used solely by that individual. Allowing other family members to use the device is strongly discouraged.
9. Students and parents/guardians are responsible for the care of the mobile device at all times, including while at home.

10. Parents/Guardians: talk to your students about the values and standards you expect your student to follow as they use the internet, just as you would talk to them about their use of other media sources such as television, telephone, movies, radio, etc...
11. Parents are encouraged to monitor student activity at home, especially their internet use.
12. Experts suggest parking all technology devices, from cell phones to mobile devices, in a common family room overnight to charge. This will help discourage late night, unmonitored use, and sleep disruption.
13. The school district does monitor student activity on the Mobile Device. Students must understand that technology staff and administration has the ability to inspect internet use and browsing history while at school and away from school.

**By receiving this MOBILE DEVICE HANDBOOK, I accept and agree to the terms and use of this device and technology at Pipestone Area Schools. There is no need to return this handbook to school. Please keep it for your reference.**

#### **D. Electronic Devices**

Personal Electronic devices include but are not limited to: cell or smart phones, tablets (Kindles, iPads), headphones/earbuds

1. Electronic Devices are permitted before and after school. During the school day they are to be turned off and in the student's locker. Consequences may include loss of device for the school day, detention or parental notifications and collections.
2. Electronic devices work in accordance with Internet Acceptable Use and Safety Policy #524 and Bullying policies #413 and #514.
3. No electronic devices with picture/camera capability are allowed in Locker Rooms.
4. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

#### **V. STUDENT CONDUCT, RIGHTS and RESPONSIBILITIES**

##### **Code of Conduct 120B.232**

PAS students exhibit quality character of themselves and toward others when they show the following character traits: attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking and resourcefulness. This should be strived for and exemplifies our goal of 'Being on Target'.

#### **A. Conduct for the Commons/School Building**

The commons area is available for student and staff use. Please help make this a pleasant area by doing the following:

1. Treat other students and staff members with respect.
2. Treat school and personal property with respect.
3. Deposit all litter into wastebaskets.
4. Return trays and silverware to the dishwashing area.
5. Do not take food or UNSEALED drinks out of the commons.
6. PAS follows USDA guidelines for schools. Pop or energy drinks are **NOT** allowed until after school dismissal. Students can bring drinking water from home and take water into the classroom provided that the water is in a clear capped container, such as a bottle, to prevent spills.

#### **B. Student Lockers Policy #502**

All students are furnished lockers with combination locks at the beginning of the school year. (This includes the lockers and locks assigned for physical education.) All lockers and locks are owned and under the authority of Pipestone Area School District #2689. **The school reserves the right to inspect the contents of all lockers and to remove anything that violates school rules or is detrimental to the school.** It is the student's responsibility to keep the locker clean inside and out. The following rules apply to locker use:

1. **Do not leave valuables** (money, keys, purses, billfolds, calculators, etc.) **in the locker at any time!**
2. **Do not share your locker combinations.** The school will assume no responsibility for losses.
3. **Do not open another student's locker** (physical education or hallway) without permission from the other student.
4. **Report any thefts or damage** immediately to the office.
5. **Do not write on lockers, use stickers** or in any other way damage or **deface the locker.**
6. **Do not store pop or open food items** in lockers.
7. If you damage your locker, the locker or property of another student, or take something that does not belong to you, consequences include: detention, suspension, and/or pay for the damages or replacement of the locker or property. Thefts and vandalism will be reported to the police.
8. Student coats/jackets will remain in their locker and not be carried or worn to class.
9. Backpacks are to be placed in student lockers during the school day.

#### **C. Money and Safekeeping**



Students are requested to bring only the sum of money they will need each day. The school is not liable for the loss of money. If it is necessary to bring a large sum, check it into the office for safekeeping.

#### D. Student Conduct

All students at Pipestone Area Middle School have the right to attend school and gain an education. Students also have certain responsibilities. These responsibilities include:

1. Daily school and class attendance.
2. Arrival at school and class on time.
3. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior shows respect for the personal and property rights of other students, faculty and staff.
4. Appropriate use and care of the buildings and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Respectful and courteous treatment of fellow students and staff members.

When a student **chooses** to break the rules while attending Pipestone Area Middle School, appropriate disciplinary action will be taken. The consequences may include detention, loss of privileges, restrictions, in school detention, out of school suspension, parent conferences, etc.

**The disciplinary action taken will depend on the severity and frequency of the student's misconduct.** (For example, the consequence for a first-time unexcused absence is less severe than the consequence for a third time unexcused absence.)

#### E. Freedom of Expression Policy #505

Students of the Pipestone Area School District #2689 have the right to self-expression if they don't intrude on the rights of others.

1. Student protests or demonstrations cannot stop or interfere with the general operation of the school. Students will maintain responsibility to schedules and will be advised to return to assigned classes. Students who do not return to class will be regarded as truant, absences recorded as unexcused, and appropriate consequences assigned.
2. Students may not wear clothing or other items which are inappropriate or that interfere with the orderly and healthy operation of the school.
3. Students should use good judgment and common sense in showing displays of affection for other individuals on school property.
4. Students have the right to free press (students guilty of libel or slander will be suspended and subject to state and federal laws).

5. Symbolic, verbal and written freedom of expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property cannot be used.
6. Student publications or other materials cannot be written, published or handed out on school property without permission from the principal.

#### F. School Dress

The responsibility of proper dress rests with students and parents. Students should take pride in their attire. Common courtesy means appropriate dress, including footwear, be worn at all times. It is expected that students will dress modestly during the school day and at school events. The Appearance of students becomes the concern of the school if it causes disruption of the educational program or if it is offensive or inappropriate to others.

Examples of inappropriate dress and grooming:

1. Hats, caps, hoods, bandanas and other head attire during the school day. Exceptions can be made for religious and medical reasons.
2. Clothing that is hazardous to them in school activities such as shop, lab work, physical education or art.
3. Clothing that is potentially dangerous.
4. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
5. Clothing that does not cover the shoulders or midriff.
6. Clothing that is extremely short.
7. "Sagging" or "bagging" jeans are prohibited.
8. Clothing has profanity or suggests themes such as: alcohol, drugs, sex, violence or has slogans offensive to the rights of others.



#### F. Bus Safety and Conduct Rules Student Transportation Safety Policy #709

According to Minnesota Law and Pipestone Area Board of Education Policy, riding the school bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violation or contained misbehavior may require permanent removal from the bus. The bus driver has the authority to assign seats.

**Follow these rules:**

1. Sit in assigned seats.
2. Be courteous to other riders and the driver.
3. Profanity is not permitted.
4. Keep the bus clean.
5. No roughhousing is allowed on the bus or at the bus stops.
6. Remain seated while the bus is in motion.
7. The possession or use of alcohol, tobacco or other illegal drugs is prohibited.
8. Keep hands and head inside the bus at all times.
9. Do not destroy property. Students will be required to pay for any damages and authorities may be notified.
10. Do not distract the driver. Visit with the driver only when the bus is stopped.
11. Always keep the bus aisle clear.
12. Only the bus driver may authorize use of the emergency door.
13. When leaving the bus stay at least ten feet away from the bus.

### **G. Sexual Harassment Policy #413**

Sexual harassment is unwelcome sexual advances, requests for sexual acts, sexually motivated physical conduct or communication of a sexual nature when:

1. That conduct or communication interferes with your job or education, or makes it uncomfortable for you to work or go to school with this person.
2. Submission to or not agreeing to that conduct or communication is used to make a decision about your job or education.
3. Submission to that conduct or communication is necessary to obtain or keep a job or education (grades, etc.)

#### **Sexual harassment may include these types of actions:**

- Verbal harassment or abuse (inappropriate comment)
- Subtle pressure for sexual activity
- Constant brushing against your body
- Demanding sexual favors while implying or making threats about your job or education
- Demanding sexual favors while making promises about giving you special treatment at your job or in school
- Any sexually motivated unwelcome touching

Any person that believes they have been the victim of sexual harassment by a student or employee of the Pipestone Area School District #2689 should report the incident immediately to the Administration and/or any other staff member. Any other person who knows about or believes that the conduct of someone may be sexual harassment should also report it.

Minimum consequences for behavior that is determined to be harassment of other students will be five (5) hours of detention and parent notification. Failure to change harassing behavior or retaliating against a student who reports harassment will result in out-of-school suspension for a minimum of one (1) day.

### **H. Hazing Policy #526**

Hazing means committing an act against a student that creates a substantial risk of harm to that person in order for the student to be initiated into a student organization.

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. This applies to behavior that occurs on or off school property, also before, during or after school hours.

### **I. Bullying Policy #413 & #514**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in the policy. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data, including a post on a social network Internet website, or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

1. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy.

### **J. Chemical Use & Abuse Policy #417**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. The school board believes that the public school has a role in education, intervention and prevention of chemical use and abuse.

The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement

Every school that participates in a school district chemical abuse program shall establish a chemical abuse pre assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

#### **K. Tobacco Free Environment Policy #419**

Use or possession of tobacco, tobacco-related devices, non-prescribed drugs or alcoholic beverages on or around school property is not permitted. Violators may receive a suspension from school. Readmission will be made by the parents through the Principal's office.

#### **L. Student Vehicles**

Pipestone Area School District #2689 school authorities and law enforcement personnel working with the school, reserve the right to inspect/search student vehicles parked on school property and remove anything contrary to school rules or detrimental to the school or students. Vehicles not parked in student parking areas are subject to towing and/or loss of parking privileges. No profanity, language, pictures or symbols may be displayed on any vehicles on school property.

### **VI. NOTIFICATION OF RIGHTS, PROTECTION AND PRIVACY OF EDUCATION DATA ON STUDENTS**

#### **Privacy Rights of Students and Parents Policy #515**

Independent School District #2689 policy and regulation on student information kept by schools comply with Federal and State laws which protect the student's right to privacy and guarantee parents the right to examine and challenge the contents of their children's records.

Others who have access to the child's records include: school staff having a legitimate educational interest in the child; another school district, college or education institution in which the student may enroll; and when the record is requested by judicial subpoena. Other third parties may have access to records only with the written permission of the student, parent, or legal guardian, except the military institution. Before records (other than directory information) are sent to any other person, agency or institution, written consent is required from parents or eligible students – except branches of the Armed Forces. The School District does maintain the right to refuse data to the Armed Forces on a case by case basis.

Information defined by the School Board as directory information includes: *student name, Date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and diplomas and awards received.*

#### **Information Collected, Storage, and Retention**

For each student enrolled, a permanent cumulative file is established. This file contains official student records and other data school officials believe is needed to provide the best instructional services for each student. Information typically collected includes, but is not limited to identifying data, academic courses completed, level of achievement including grades and test scores; scores on standardized intelligence, aptitude, and psychological test; health data; and teacher comments.

Student records are kept at the student's school of attendance. The District Record Manager keeps permanent student records.

Data shall be maintained only so long as necessary for the administration of authorized programs unless retention guidelines are specified by law or district policy. Non Permanent records may be destroyed when the retention period expires.

#### **Parental Rights Regarding Student Information**

You have a right to ask about and to obtain information on records kept on your child.

You have a right (upon presenting proper identification) to see your child's record and to have the contents of the record explained to you within a reasonable period of time after making the request.

You have a right to challenge the accuracy or completeness of the record. You may make a written request that school officials change it, explaining the basis of your challenge. If the change that you have requested is not made within thirty days, then the school officials must notify you of that decision. If you disagree with their decision you have a right to a hearing. In the meantime, a copy of your written challenge to the accuracy or completeness of the record will be included in your child's record.

You have a right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, regarding district compliance with federal confidentiality regulations.

#### **The Family Educational Right and Privacy Act**

The Family Educational Rights and Privacy Act requires school districts to notify parents that certain information from student records will be released and made public without the written consent of the parents or students eighteen years of age or older.

When a student has reached eighteen years of age, the permission and consent required of, and the right accorded to the parents of the student, shall thereafter only be required of the student.

#### **Release of Directory Information**

Thirty days after the publication of this notice, officials of the school district may release directory information about your child without permission, unless building principals have been notified that it should not be released.

Further information on rules and procedures regarding student records can be found in the Superintendent's Office at 1401 7<sup>th</sup> St. SW, Pipestone, MN 56164

## VII. STUDENT DISCIPLINE Policy #506

All of our students at Pipestone Area Schools have the right to attend school and gain an education. Rules and procedures must be followed so that our school can function in an orderly manner. These rules and procedures have been established to promote honesty, fairness, protection and respect for individual student rights in the school setting. Along with these rights, students have a responsibility to follow school rules and procedures. According to Minnesota Law, the School Board has the responsibility and authority to establish reasonable rules and regulations for the school district (K-12). This is in accordance with MN Statute 120A.20, Subd. 1 “Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board.” Students are expected to follow school rules as well as all local, state and federal laws while on school grounds and while off school grounds at a school activity or trip.

When a student misbehaves while attending PAS, appropriate disciplinary action will be taken. This action may include detention, forfeiture of certain privileges, restrictions, suspensions (in and out of school), parent conferences, etc. Student of District No. 2689 who do not follow the established rules and procedures of the school system may be dismissed from school attendance (suspension, exclusion or expulsion) under the Pupil Fair Dismissal Act.

**As a general rule, the disciplinary action taken will depend on how often and how severe the student misconduct.**

To help maintain the best learning environment possible at Pipestone Area Schools, the administration and faculty have expectations of students. The school expects:

1. Arrival at school and class on time.
2. Daily school and class attendance
3. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach; out-of-classroom behavior that shows respect for the personal and property rights of other students, faculty and staff.
4. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
5. Appropriate use and care of the textbooks and facilities of the school.

### Data Practices Notice before the Detention Section

Administrators interview students in order to collect information about an incident. Students do not have to talk with the administrator if they choose not to, but if they do not, the administrator will make a decision without the

student’s information. This information would be used to determine what happened and any action the school district needs to take. The administrator will try to keep this as private as possible, but they may need to talk to other school officials.

### A. Detention

#### Teacher Assigned:

Each teacher has rules (classroom management plan) for their classroom. These rules and the school rules will be followed. If a teacher assigns detention, students need to make arrangements with the teacher to do the detention. If detention is not done by the scheduled time, students’ detention will be doubled and served with the teacher.

#### Principal Assigned:

If the Principal assigns detention, the student is to report to the detention room on the day assigned. The following guidelines will apply to detention.

1. Students are responsible for signing in. The supervisor will maintain a log of student detention hours. If a student fails to sign in, no record will be kept.
2. Morning and after school detention may be served in 30 minute blocks of time.
3. Failure to complete detention will result in the following consequences.  
**1<sup>st</sup> Offense:** Time doubled.  
**2<sup>nd</sup> Offense:** In –School Detention.  
**3<sup>rd</sup> Offense:** Both: Time doubled & In-School Detention.

**NOTE-**Detention assignments will be served regardless of involvement in extracurricular activities.

### B. Removal or Sent out of Class

If a teacher asks you to leave the classroom you need to report to the Principal’s office immediately and explain the situation. If you do not come to the office when you are “sent from” class you may be assigned additional detention and/or in school detention.

### C. Suspension

Short-term suspensions (In School Detention or Out of School Suspension) from class may be used in dealing with student misconduct. Suspensions may be from one class period to five (5) days in length. All suspensions will be according to the guidelines of the Pupil Fair Dismissal Act.

A parent conference may be required before a student returns to school from out-of-school suspension. If you continue to be suspended for your behavior, you may be expelled from school.

If a student breaks a local, state or federal law you will also be reported to the Pipestone Sheriff’s Department.

### D. Exclusion/Expulsion

Expulsion or exclusion may be necessary for critical situations or repeated breaking of the school rules. The

Superintendent is notified about the situation. The Superintendent will then start the hearing process following the guidelines in the Pupil Fair Dismissal Act.

### E. Student Behavior Issues-“Zero Tolerance” Rule

Pipestone Area Schools will not tolerate any student behavior that disrupts or threatens to disrupt the regular functions of the school.

**Students who choose to behave in such a manner may be immediately disciplined and/or suspended in-school or out of school, depending on the seriousness and severity of the student misconduct.**

**Such behavior includes but is not limited to:**

1. **Fighting**, threatening other students or staff, intimidating other students or staff, using physical force to stop the regular function of the school, etc.
2. **Inappropriate language**, including the use of profanity in the presence of any staff member, arguing disruptively with a student or staff member, etc.
3. **Insubordination**, refusing to cooperate or follow through with directions given by any staff member.
4. Being **in** any part of the **school building or grounds** and not allowing other students or staff the right to use it, including blocking doors, classrooms, or hallways.
5. **Setting fire to, vandalizing**, or in any way causing damage to the school building or property.
6. **Possession** or use of laser pointers, fireworks or other explosive devices on school property.
7. **Gambling** on school property.
8. Continuing to make noise or behave in ways that keep the teacher from teaching and other students from learning.
9. **Possessing, using, selling**, giving away or being under the influence of alcohol or other mood altering substances on or in any school property or at any school sponsored activity.
10. **Creating, encouraging, promoting** or participating in attempts to interfere with normal school functions or activities.
11. **Possession** of or use of any tobacco product, including a lighter, in or on school property.
12. **Nuisance** items such as toys, spray bottles, dog whistles, lasers, fireworks or any item that can cause harm to person or property.
13. **Stealing** from Pipestone Area Schools, any individual in this school, and/or from any other school/individual while representing Pipestone Area Schools.
14. **Harassment** and/or **bullying** - intimidating, threatening, abusive, or harming conduct
15. **Cyberbullying**. Photos or videos taken without prior consent of the person in photo/video and/or

published photos/videos on a social media site. It may include indecent exposure, and words or actions that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disabilities they may have.

16. **Gangs**, no gang clothing, symbols, signs, accessories, or behaviors will be tolerated.

### F. Weapons Policy #501

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

A dangerous weapon may be many things. It includes guns, switchblades, knives, brass knuckles, num-chuks, certain liquids, pellet guns, and laser pointers. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

There are some exceptions. Firearms being transported in accordance with Minnesota law are accepted. If you have any questions about an exception you must talk to the principal. A principal must authorize an exception in writing.

School property includes; school buses, vehicles or anything leased by the school.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties that include significant fines and prison.

### Discipline Guidelines

Tardy to School	1 <sup>st</sup> tardy = warning
Or after lunch	2 <sup>nd</sup> tardy = detention - 30 minutes
	3 <sup>rd</sup> tardy = detention - 60 minutes
	4 <sup>th</sup> tardy = detention – 1 hour
	5 <sup>th</sup> or more = Detention 3-5 hours or 1 day ISD
	8 or more = referral to board, habitual truancy
Tardy to Class	3-5 = detention
	5 or more = ISD for every like occurrence

**Unexcused Absences** - As outlined in the Student Handbook. PAS is a closed campus. Includes skipping a class without leaving the building. Skipping a class and leaving the building begins at 2nd offense.

1 <sup>st</sup> offense =	1 hour detention
2 <sup>nd</sup> offense =	3 hours detention
3 <sup>rd</sup> offense =	5 hours detention & Pre-Truancy meeting
Habitual (7) =	Suspension and truancy filed with County

## Cell Phone/Electronic Device Violations

- 1<sup>st</sup> offense = Loss of phone until end of school day. Parent contact.  
2<sup>nd</sup> offense = Phone held in office during school day. Parent/Guardian must pick up.  
3<sup>rd</sup> offense = Loss of phone during school day for 3 days. Parent/Guardian meeting.

## Academic Dishonesty (MS)

-Plagiarism

- 1<sup>st</sup> offense = 3 hours Detention/parent notification  
2<sup>nd</sup> offense = 1 day ISD/Assignment completion

## Academic Dishonesty

-sharing student work

- 1<sup>st</sup> offense = After school detention  
2<sup>nd</sup> offense = 3 hours detention

## Behavior associated with Minnesota Bullying Law:

"Bullying" - intimidating, threatening, abusive, or harming conduct. Cyberbullying, harassment, pornographic materials, disrespectful or obscene language directed at a staff member, physical aggression, vandalism. (Harassment of staff member warrants special consideration)

## Consequences

- 1<sup>st</sup> offense = Up to Five (5) hours of detention or ISD  
2<sup>nd</sup> offense = 1-3 days ISD/police notified  
3<sup>rd</sup> offense = 1-3 days OSS/police notified  
Habitual = 5 days OSS /police notified or referral to board for possible long term OSS or expulsion

## Fighting, physical injury, use of tobacco, destruction of property, secret societies.

- 1<sup>st</sup> offense = 1-3 days OSS/police notified  
2<sup>nd</sup> offense = 3-5 days OSS/police notified  
3<sup>rd</sup> offense = long term OSS or expulsion/Police notified

## Drugs, alcohol, using or under the influence, possessing drug paraphernalia includes huffing, violence and assault, theft

- 1<sup>st</sup> offense = (3-5) days of OSS/police notified  
2<sup>nd</sup> offense = (5-9) days of OSS/police notified  
3<sup>rd</sup> offense = long term OSS or expulsion. Police notified  
\*May be reduced if student agrees to the necessary assessment and treatment if so advised.

## Weapons, bomb threat, fires, endangering the lives of others. (Weapons Policy #501)

- 1<sup>st</sup> offense = long term suspension or expulsion, police notified



## VIII. STUDENT SERVICES

Pipestone Area Middle School offers a variety of Student Support Services. These services are to benefit the social, emotional, behavioral and academic needs of students. Services include Guidance Counselors, Social Workers, School Based Mental Health, School Psychologist and Crisis Management, Programming for Special Education and English Language Learners is available.

### A. Counseling Office

Pipestone Area Schools supports all students in social development, well-being, mental health, and academic achievement through our comprehensive counseling program. The counseling department promotes positive student connections with peers, family, school, and community. We support students' development of healthy relationships, self-reflection, problem-solving skills and academic planning to optimize college and career readiness. Services offered are social and emotional, academic, and career counseling. In addition, the counselor can assist in referrals to outside counseling agencies.

### B. Nurse's (Health) Office

A nurse is available to monitor students with health concerns. If a student becomes ill or injured during the school day, a pass is required from the teacher to visit the nurse. If the nurse is not in, students should talk to one of the administrative assistants.

If your student is found to have head lice, fleas, or scabies you will be notified and your student will be sent home. It is the expectation of the school that you and your student will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home in addition to those being done with your student and family. Your student may return to school after the appropriate treatment has been performed.

### C. Medication Policy

Students may take medication during school hours according to the following procedures:

- **All medication must be kept in the health office and dispensed from there.** Students with asthma/allergies may carry their own prescribed inhaler if a Doctor's Order for the same is on file in the health office.
- **Non-prescription** – must have a signed parent request (form available in the health office).
- **Prescription** – A written doctor's order and signed parent request (form available in the health office).
- **Medication** – must be in the original container or prescription bottle.

Students may not carry any medication with them or keep medication in lockers with the following exception: Students with asthma/allergies may carry their own prescribed inhaler if a doctor's order for the medication is on file in the health office.

#### D. Student Health Insurance

The Pipestone Area School District **does not** provide health insurance for accidental injury or illness for students during the day. Students may purchase a policy from the school that is in addition to their family policy. If this "student insurance program" is purchased by parents it is an agreement between your family and the insurance company. Information regarding student health insurance is included in the registration packet you receive when picking up your schedule.

#### E. Immunization Policy #530

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

No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

- a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
- a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- The statement of a parent or guardian of a student or an emancipated student may be **substituted for the**

medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

#### F. General Pesticide Notice

A Minnesota law sent into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please contact Richard Stangle, Maintenance Supervisor, Pipestone Area School, 1401 7th ST. SW, Pipestone Minnesota, 56164 or call at (507)825-5861.

#### IX. ACTIVITIES

##### *Activity Academic/Athletic Ineligibility & Probation Policy #551*

- Purpose  
The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:  
Baseball – Basketball – Cross Country  
Tennis – Track & Field – Cheerleading  
Golf – Softball – Volleyball – Football  
Wrestling – Gymnastics – Robotics  
FFA – Speech – Knowledge Bowl  
Marching Band – Musical Ensembles
- General Statement of Policy  
It is the intention of this policy to motivate students to keep a sound academic record and graduate on time from Pipestone Area Schools. The Activities director will inform the high/middle school staff, coaches, and of students that are ineligible.
- The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will our students

- Standards of academic eligibility to participate in extracurricular activities will be measured by:
  - Students (Grades 7-12) must have no F's in any class.
  - Four Grading periods-most current grading period is used to determine eligibility.  
-1<sup>st</sup> quarter-2<sup>nd</sup> quarter-3<sup>rd</sup> quarter-4<sup>th</sup> quarter
  - Four quarter grades will roll over for the following school year.

**\*Administrators have discretion over unique or extenuating circumstances\***

### **Student Activity Tickets**

All PAS students in grades K-12 receive an activity pass. An Adult pass (1) is \$80.00. All other children's tickets are free. Senior Citizens (age 65 and older) may request and receive a free activity pass.

### **Student Activity Participation Fee Participation fees are as follows:**

There is no cost for student participation in activities. Students may NOT practice until all paperwork is completed. Any exceptions must be approved by the administration.

### **C. Student Fees**

\*Student Fees are as follows:

Students will be allowed to print 75 pages per school year from any school computer with no charge. Copying charges over and above 75 pages will be an additional \$5.00 per 75 pages paid in advance in the Superintendent/District offices.

**\*Fees are subject to change**

### **D. School Dances**

The Student Council is responsible for the timing and coordination of their events. Organizations that choose to sponsor a dance must make an application through their respective Student Council. The Student Council and Principal will arrange the dates and chaperones. Only Grades 6-8 will be allowed to attend middle school dances/parties.