This handbook has been prepared to assist students and parents with policies and procedures utilized at the Cloquet Middle School. It is each student’s responsibility to know the contents of the handbook. Share the contents with your parents or guardian so they become acquainted with our method of operation. If you have any questions, please feel free to ask your advisor. We hope you are proud to be a student at the Cloquet Middle School and will endeavor to make your school proud of you.

STATEMENT OF NONDISCRIMINATION

It is the policy of ISD #94 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulation issued thereto, to the end. No person in the school district shall on grounds of race, color, national origin, religion, sexual orientation, marital status, age, status with regard to public assistance or disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any regular or vocational education program, or in employment or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

Inquiries regarding compliance with Title IX may be directed to the Superintendent of Schools at 879-6721.

HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. REPORTING PROCEDURES

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

B. The building administrator is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.
III. SCHOOL DISTRICT ACTION
A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.
C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

IV. DISSEMINATION OF POLICY
A condensed version of this policy shall appear in each school’s student handbook and in each school’s building and staff handbooks.

INDEPENDENT SCHOOL DISTRICT #94
POLICY AGAINST RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE

1. Everyone at Independent School District #94 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. This also includes harassment because of sexual orientation.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.
   a. Name calling, jokes or rumors
   b. Pulling on clothing
   c. Graffiti
   d. Notes or cartoons
   e. Unwelcome touching of a person or clothing
   f. Offensive or graphic posters, book covers or clothing
3. If words or actions of another person make you feel harassed or fearful, you need to tell a teacher, counselor, the principal, human rights officer, Superintendent or School Nurse.
4. You may also make a written report. It should be given to the principal or one of the human rights officers.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment and violence and will take appropriate actions based on your report.
7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you reported.
8. This is a summary of the school district’s policy against religious, racial or sexual harassment and violence. Complete policies are available in the principal’s office upon request.

BULLYING PROHIBITION
The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, will not be tolerated. Any person who believes he/she has been the victim of bullying or any person with knowledge of bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. The school district may not rely solely on an anonymous report to determine discipline or other remedial responses. The school district encourages the reporting party to use the form available from the principal or available in the school district office. The building principal is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. If the complaint involves the building report taker, the complaint shall be filed directly with the superintendent or the school district human rights officer by the reporting party. For further additional information about the school district’s response to preventing bullying, please refer to School District Policy #514 and recent MN State Statute 121A.031 passed in 2014.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT OR VIOLENCE IS AGAINST THE LAW
DISCRIMINATION IS AGAINST THE LAW

CONTACT: Superintendent
          Human Rights Officer
          302 14th Street
          Cloquet, MN  55720
          Phone: 879-6721

          School District Nurse
          Human Rights Officer
          1000 18th Street
          Cloquet, MN  55720
          Phone: 879-3393
RELIGIOUS, RACIAL, SEXUAL HARASSMENT/VIOLENCE REPORTING FORM

Any person who believes he or she has been the victim of religious, racial, sexual harassment or violence by a student or an employee of the school district or third person with knowledge or belief of conduct which may constitute religious, racial, sexual harassment or violence should fill out this form and return it to the building principal, Community Education Director, Area Learning Center Director or one of the designated human rights officers.

| NAME OF PERSON(S) IDENTIFIED AS HARASSING |
| ______________________________________ |
| NAME OF PERSON(S) REPORTING HARASSMENT |
| ______________________________________ |
| NAME OF PERSON(S) ALLEGEDLY BEING HARASSED |
| ______________________________________ |
| BUILDING ___________________________ TODAY’S DATE ___________________________ |

Brief description of what has taken place (who-what-where-when)

_____________________________________________________________________________

(Use back if necessary)

SIGNATURE ______________________________________

Policy #413
I.S.D. No. 94
Cloquet, MN 55720
SCHOOL WEAPONS POLICY

PURPOSE
The purpose of this policy is to assure a safe school environment for students, staff and the public.

GENERAL STATEMENT OF POLICY
No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location unless prior written permission has been obtained from the building administrator.

DEFINITION
A. "Weapon"
   1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
   2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
   3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
B. "School Location" includes any school building, school grounds, and school activity or trip, bus stop, school bus or school vehicle.
C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION
The school district and the school take a firm position in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. Initial suspension of up to ten (10) days
2. Confiscation of the weapon
3. Immediate notification of police
4. Parent or guardian notification
5. Recommendation to the superintendent of dismissal/exclusion for a period not to exceed one year

POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS
While the school district and the school takes a firm position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students; however, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

PROMOTION FROM GRADES 5-8
Promotion from grades 5-8 will be based upon student achievement in all academic areas of study. In order to advance from one grade to the next in sequence, a student must not:
1. Fail two (2) or more year-long courses OR
2. Fail a combination of two (2) trimester courses and one (1) year-long course OR
3. Fail four (4) trimester courses
Students not meeting these criteria will be giving the option to complete all terms and conditions of the Cloquet Middle School summer school program. Students not choosing to attend the summer school program OR not meeting the conditions set forth to pass summer school will be retained.
SPECIAL EDUCATION
If your child is referred to special education for an assessment, the district will enter your child’s name and date of birth into the Minnesota Medicaid System to find out if your child is receiving Medical Assistance or Minnesota Care. If you do not want the district to enter your child’s name and date of birth into the Minnesota Medicaid System, please inform your child’s principal that you do not want the district to check the Medicaid System.

PROCEDURES AND POLICIES

MORNING BUILDING POLICY
Students will be allowed to enter the building at 8:10 a.m. each morning, at which time students will be allowed to go to their lockers. At no time prior to this will students be allowed to wander throughout the building unless prior permission has been granted by a staff member. The first bell will ring at 8:25 a.m. students must report to their 1st period class at that time.

TARDINESS
It is the student’s responsibility to report to school and classes on time. When a student reports to school after 8:35 a.m. he/she must go to the office for a pass. Students who repeatedly break this rule shall be reported to the office for disciplinary action.

ANNOUNCEMENTS
Daily announcements and other information will be read via Channel One during homeroom each day. Student initiated announcements must have the approval of the building principal.

ATTENDANCE
Minnesota State Law: "The Minnesota Law provides that every child between seven and sixteen years of age shall attend a public school or a private school for a period of not less than nine months during any school year, unless the child has completed the studies ordinarily required in tenth grade. A student may be excused from attendance by the Board of Education upon application of his/her parents or guardian on grounds specified in the law. No absences shall be excused unless such absence was caused by the pupil's illness, by sickness of some member of the pupil's family or in the case of an emergency, provided the principal may excuse for other reasons where satisfactory arrangements are made in advance."

TRUANCY POLICY
Cloquet Public Schools attendance policy obligates us to notify the parent/guardian in writing when a student has compiled eight (8) excused and/or unexcused absences from school regardless of the reason.

Be advised that if a student reaches three (3) unexcused absences or a total of fifteen (15) excused and/or unexcused absences from school regardless of the reason; the truancy officer may elect to notifying parent/guardian that the student is determined a continuing truant pursuant to Minnesota Statute 260A.02, subdivision 3 and request a meeting to address the issue further. Other school officials may be requested to attend this meeting. School services or other outside services will be offered to assist with the problem when appropriate. A parent/student contract may be ordered.

For all illnesses to be excused without consequence towards truancy, students need to provide a medical excuse from a doctor’s office.

PASSES
The Middle School requests that any student leaving the school grounds during school hours for any reason bring a note from home to obtain an Office Pass from the Main Office. The person picking up the student must come in to the Main Office to check the student out of school. If the student returns after leaving, the student must check in with office when they return.

Students who are in the hall at any time during a period should have a pass, one pass per student allowed. If a student is found abusing hall pass privileges, the privilege will be taken away.

ENROLLMENT WITHDRAWAL
A student withdrawing from school is asked to bring a note from home to the office. The student will be given a withdrawal slip to have teachers sign. The slip is returned to the office and personal records will be sent directly to the receiving school only upon request.
ACCIDENTS
Students involved in an injury of any kind in gym, classrooms, corridors, as well as in athletic competition, MUST REPORT THE ACCIDENT TO THE TEACHER IN CHARGE IMMEDIATELY. The student will be referred to the office or Nurse’s Office as soon as possible to complete the proper forms. Tardiness in reporting an accident makes it difficult to record the circumstances accurately.

STUDENT USE OF CELLULAR, DIGITAL IMAGING DEVICES & PERSONAL ELECTRONICS
The school district holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. The Cloquet Middle School highly recommends that all personal electronic devices be left at home. School issued devices can be used for all school-related electronic needs. Cloquet Middle School will not be responsible for lost, stolen or damaged personal electronic devices.

Standards for responsible use at school, on buses or at school activities:

A. Respect for the educational environment:
   1. Cellular phones and other personal electronic devices shall be turned off and kept in the student’s locker during school hours. They are prohibited in any classroom during the school day.
   2. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
   3. Students will not be allowed to leave class in response to any electronic device.
   4. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas such as near lockers or the cafeteria or outside on school grounds.
   5. With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.
   6. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

B. Respect for privacy rights:
   1. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
   2. Students shall not e-mail, post to the internet or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
   3. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

C. First Infraction – An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it into the school office, where the student may retrieve it at the end of the school day.
   Second Infraction – The second infraction shall result in confiscation of the device, which is to be turned in to the school office. The parents/guardians will be notified and must come in and pick up the device. A warning will be given that the next infraction will result in the termination of the right to possess a cellular phone or any electronic device at school for a period of 45 days.
   Third Infraction – The third infraction shall result in confiscation of the device, which is to be turned into the school office, notification of parent/guardian, and termination of the right to possess a cellular phone or any electronic device at school for a period of 45 days.
   Repeated or Severe Infraction – Any violation of this policy may also, at the principal’s discretion, result in additional disciplinary action.
STUDENT DRESS AND APPEARANCE
The purpose of this policy is to establish expectations of dress and grooming that are related to educational goals and community standards. Appropriate clothing includes but is not limited to the following: clothing appropriate for the weather, clothing that does not create a health or safety hazard, clothing appropriate for the activity (phy ed. or classroom projects). Inappropriate clothing includes but is not limited to: jackets or windbreakers; short shorts/skirts; tops that expose the midriff/shoulders and other clothing that is not in keeping with community/school standards; clothing which bears a message which is lewd, vulgar or obscene; apparel promoting products or activities that are illegal for use by minors (drugs, tobacco or alcohol); objectionable emblems, signs, words, objects or pictures on clothing that communicate racist or otherwise derogatory messages to a minority group or which denotes gang membership; wearing colors, chains or jewelry that glamorize or signifies gang relationships; any apparel or footwear that could damage school property. Hats, windbreakers, jackets and headphones are not to be worn in the building except with approval of the building principal. Students exhibiting or displaying gang graffiti on arms, books or notebooks will be referred to the school police liaison and may be assigned detention, in school or out of school suspension.

SCHOOL NURSE
A complete health record is maintained on each student. Students not having the required state immunizations will not be allowed in school. The nurse serves as a health counselor and any student may see the nurse upon request. The nurse recommends medical and dental care, takes charge of hearing and vision tests, renders first aid and consults with teachers about student health problems.

The Nurse's Office will be closed to students during passing time except in case of emergency. Students will report to class to get permission from the teacher before going to the Nurse's Office. If sufficient recovery is not made to return to class, arrangements will be made so that the student may go home. **THE STUDENT MUST SIGN OUT AT THE OFFICE BEFORE LEAVING THE BUILDING.** Under no circumstances is a student to eliminate this procedure.

DISEASE PREVENTION/PANDEMIC PROCEDURES
1. Stay informed. Our district website will be updated regularly as information becomes available.
2. Influenza is thought to spread mainly from person to person through coughing or sneezing of infected people. Germs remain on surfaces for up to 8 hours.
3. Take everyday actions to stay healthy.
4. Cover your nose and mouth with a tissue when you cough or sneeze or cough/sneeze into your sleeve.
5. Wash your hands often with soap and water, especially after you cough or sneeze. Use alcohol-based hand cleaners if soap/water is not readily available.
6. Avoid touching your eyes, mouth or nose with your hands; this is how germs are transmitted.
7. Stay home if you are ill. Return to school when you are feeling well and have been fever free for 24 hours **(without** a fever reducer such as Tylenol (acetaminophen) or Advil (Ibuprofen) unless otherwise directed by public health officials.
8. Remember to call the school office to inform them about your absence and if you are willing to share any diagnosis; this is helpful for us in tracking various illnesses.

MEDICATION POLICY FOR ISD #94
If your child needs to take a prescription or non-prescription medication at school, the following is necessary:
1. Complete the “Authorization to Administer Medication Form” with both the physician and parent authorization or send a note from both a parent and the prescribing physician.
2. Bring the medication to school in the original container.
3. If the student must bring the medication – please put the original bottle in a sealed envelope with the number of pills written on the outside.

If possible, medication should be taken at home. If you have questions, contact Sarah Ellena at 879-3393 ext. 1207.

PROTECTION AND PRIVACY OF PUPIL RECORDS
Special Education Medical Assistance or Minnesota Care - If a child is referred to special education for an assessment, the district will enter the child’s name and date of birth into the Minnesota Medicaid System to find out if the child is receiving Medical Assistance or Minnesota Care. If a parent does not want the district to enter their child’s name and date of birth into the Minnesota Medicaid System, he/she must inform their child’s principal that they do not want the district to check the Medicaid System.
STUDENT PROPERTY AND VALUABLES
The school district wants student valuables to be protected and generally not brought to school. Students are encouraged not to bring valuables to school. A general rule of thumb to protect valuables is, if you do not need it in school, don’t bring it. The school does not assume liability for lost or stolen property. See District Policy #723 regarding stolen property and reasonable care of confiscated items.
Steps to protect valuables:

- Never leave valuables unsecured – keep in your possession or in a locked locker
- Payments to the school district should be made prior to the start of the school day
- Use a locker
- Students should never give anyone their locker combinations
- Inquire early and often about lost property
- Label all possessions
- Leave valuables at home
- Make payments at the main office before school, preferably by check
- Hand any large sums of money to the main office for safekeeping
- Students who bring personal items such as cell phones, I-Pods, personal calculators, money, items of clothing and jewelry are responsible for their safekeeping

CONFISCATED OR STOLEN PERSONAL PROPERTY
The school district shall assume no responsibility for loss of personal property. Students and staff members should exercise care in providing security for their property. Students and families should refer to district policy #502.1. Confiscating student property is a legitimate sanction provided that there is good reason for doing so. Confiscating student property should be done to prevent inappropriate behavior rather than as a punishment for misconduct.

School staff should take reasonable care of items that they have confiscated from students until such items are returned to the student or given to the school’s main office for safekeeping as soon as they can reasonably do so. They also should tell the student when they may pick up the item.

When confiscated items are turned in to the office, written identification should be turned in with the item. The office shall keep a log of all confiscated items. The maximum length of item before a student can pick up that item is seven (7) days unless the principal determines that the student’s parent or guardian should personally pick up the confiscated item.

NECESSARY CLASS MATERIALS/BOOK BAGS/BACK PACKS
Appropriate class materials are necessary for student progress and achievement. Each student is responsible to have materials necessary for ALL CLASSES. This would include pencil or pen, paper and notebooks, required books and a proper change of clothes for gym. No book bags or backpacks are allowed during regular school hours. Students are allowed to carry their books and personal items to and from school in book bags/backpacks; however, they must then be left in their lockers.

GUIDELINES FOR FIELD TRIPS
1. Field trips are classified in two areas (educational & reward).
2. Field trips that are part of a specific curriculum and required of all students must be paid for out of program budget funds. All students are required to attend the educational trips unless placed on a time out or suspension on the day of the trip.
3. Field trips not required of all students may be scheduled and a reasonable fee charged.
4. Field trips of recreational value only (reward) should be scheduled whenever possible during non-school hours and fees may be charged.
5. Students who have been placed on in-school suspension, out of school suspension or time out ten (10) school days prior will not be allowed to go on a reward trip. Students who also have poor attendance, a failing grade from the previous quarter or a GPA below 1.25 will not be allowed to go on a reward trip. A regular school day will be in session for students excluded from trips. Students displaying significant improvement may receive a waiver upon approval from a teacher, counselor or principal.
CONDUCT ON SCHOOL BUSES
Riding a school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities. All school rules are in effect while a student is riding the bus or at the bus stop. The building principal or the principal’s designee for school bus/bus stop misconduct will impose consequences. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school.

RULES AT THE BUS STOP
1. Get to your bus stop 5 minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your hands, feet and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.

BUS RIDE RULES
1. Students shall obey instructions given by the bus driver.
2. Remain seated at all times when the bus is in motion.
3. Report any rule violations to the driver.
4. Keep conversation at a low level.
5. Behave appropriately so as not to endanger others.
6. Receive prior permission from the bus driver before bringing guests on the bus.
7. There will be no fighting, threats, property damage, shooting of objects, offensive language or use of alcohol, drugs, tobacco or weapon on the bus.
8. No litter left on the bus.
9. Vandalism and bus damage - Student will be responsible for damages; failure to pay damages within two weeks will result in loss of bus riding privileges.
10. Any situation involving criminal conduct, assault, weapons, possession or vandalism, the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.
11. Records for bus misconduct will be forwarded to the individual buildings and will be kept with discipline files. Reports of serious misconduct will be forwarded to Department of Public Safety.

CONSEQUENCES FOR SCHOOL BUS/BUS STOP MISCONDUCT
1. 1st Offence – Detention and a warning
2. 2nd Offence – Three (3) day suspension of bus privileges
3. 3rd Offence – Five (5) day suspension of bus privileges and possible in-school suspension
4. 4th Offence – Ten (10) day suspension of bus privileges or remainder of the year and possible in-school or out-of-school suspension

Other discipline – Based on the severity of a student’s conduct, more serious consequences may be imposed at any time.

FUNDRAISING
On occasion, fundraising activities by student groups will occur. Prior to such activities taking place the building Principal must clear them.

MIDDLE SCHOOL PARTICIPATION POLICY
The goal of middle school extra-curricular activity participation is to provide students the opportunity to take part in activities at the student’s own level, with an attempt to minimize the stress of competition:
1. Students will not be removed (cut) from an activity unless it is for disciplinary or academic reasons.
2. While inter-school competition is allowed, the number of contests is to be reasonable.
3. Occasionally, exceptional circumstances arise which indicate a student's needs may be better met participating at a more advanced grade level. Middle school students participating in junior varsity or varsity activities will follow the high school policy guidelines.
CLOQUET ACTIVITY FEE POLICY
All Cloquet Middle School students will be charged a fee as indicated by the Activity Director’s Office. Fees are to be paid to the middle school office. The fee for any specific activity must be paid prior to the first scheduled contest for that activity. Failure to pay the fee will cause the student to be excluded from participating in the activity. Refunds will be made to any student who is not on the squad at the time of the first scheduled contest for that activity. No refunds will be made after the date of the first scheduled activity.

MIDDLE SCHOOL EXTRA-CURRICULAR ELIGIBILITY RULES
It is each student’s and parent/guardian’s responsibility to know and follow the eligibility rules established for the Cloquet Middle School. An eligibility form is signed and all rules will be enforced throughout the 7th and 8th grade years. Students will not be penalized for previous violations upon entering into the 9th grade. Any violation of eligibility rules shall make the student ineligible to represent the school by actively participating in the following activities: football, volleyball, tennis, cross country running, swimming, basketball, skiing, soccer and track.

MOOD ALTERING CHEMICALS
A. Philosophy and Purpose
The Cloquet Middle School recognizes the use of mood altering chemicals as a significant health problem for many adolescents resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood altering chemicals affects extracurricular participation and the development of related skills. Others are affected by the misuse and abuse of family, team members or other significant persons in their lives.

B. During the calendar year, regardless of the quantity, a student shall not: (1) use a beverage containing alcohol; (2) use tobacco or use or consume, have in possession, buy, sell or give away any other controlled substance.

1. Applies to the 12-month calendar year
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student’s own use by his/her doctor

C. Penalty
1. First violation - After confirmation of the first violation a student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which a student is a participant, whichever is greater.
2. Second violation - After confirmation of the second violation a student shall lose eligibility for the next four (4) consecutive interscholastic contests in which a student is a participant or three (3) weeks, whichever is greater.
3. Third and subsequent violations - After confirmation of the third or subsequent violations a student shall lose eligibility for the next eight (8) consecutive interscholastic contests in which a student is a participant or four (4) weeks, whichever is greater.

Students will practice with the team during the ineligibility period.

POLICY FOR STUDENT ACCEPTABLE USE OF TECHNOLOGY GUIDELINES
The Cloquet School District provides technology resources to its students, staff, parents and community for educational, administrative and informational purposes. The goal of providing these resources is to promote educational excellence in Cloquet Schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

1. Students utilizing District-provided Internet and network access must first have the permission of parents and must be supervised by ISD #94 staff.
2. Access is a privilege, not a right.
3. Inappropriate or unauthorized use of network services will result in disciplinary action.
4. All systems on the District networks are filtered. All users can request a site to be blocked or unblocked.
5. The District follows the guidelines set forth in the Child Internet Protection Act (CIPA).
6. The District’s Acceptable Use Policy (#517) is available for parental review.
7. There is no guarantee of privacy and District staff can monitor technology use, files, activity and messages.
8. Files stored on school-based devices are the property of the school district.
9. Students must adhere to the guidelines in District Policy #425 in regards to student use of personal electronic devices such as cell phones, laptops, and mobile devices.
10. Students may use personal devices to access the Cloquet School District Guest Wi-Fi network at their own risk and are responsible for the set-up, maintenance, and/or security of personal electronic devices.
All users are expected to follow the generally accepted rules of Digital Citizenship:

1. Be aware of the dangers of online communications with strangers.
2. Report any abusive or suggestive messages or information immediately.
3. Show respect for the educational environment when using personal electronic devices.
4. Be polite and use appropriate language.
5. Do not reveal personal information about yourself or others over the Internet.
6. Student-produced items posted with permission will be considered fair use and available to the public.
7. Each user will be responsible for changes incurred when accessing fee-for-service information sources. Parents/guardians will assume liability for any charges incurred by their children.

Some uses of network/equipment are not permitted. These include, but are not limited to:

1. Using the network for financial, commercial, or illegal activities.
2. Vandalizing, damaging, disabling, or degrading the electronic or physical property of another individual or organization.
3. Attempting to access unauthorized or inappropriate district information.
4. Wasting technology resources, including bandwidth, file space, printers, or supplies.
5. Using networks to obtain or transmit ethnic, racial, or religious hate material.
6. Accessing, uploading, downloading or distributing pornographic, obscene, sexually explicit, or graphically violent material.
7. Violating copyright or otherwise using intellectual property of another individual or organization without permission.
8. Installing, copying, or removing unauthorized software from District computer systems or networks.
9. Using technology in ways that violate any of the District’s policies regarding acceptable use and behavior standards.
10. Impersonating any person or organization over the District network or Internet during school.
11. Attempting to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user.
12. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

CLOSED CAMPUS POLICY
Students will remain in the building from the opening of school in the morning until the close of school in the afternoon. THIS INCLUDES THE NOON BREAK FOR LUNCH. Students may obtain an out-of-building pass for approved appointments from the office. Students leaving the building without office approval will be considered truant and removed from the building.

TEXTBOOK AND EQUIPMENT ACCOUNTABILITY
During the year, students are provided materials for their use in various classes and activities. It is the student’s responsibility to take care of these materials and return them in good condition. The student will be charged for items that are damaged or lost.

LOCKERS
Each student is assigned a locker for personal use. It is the student’s responsibility to keep his/her locker locked at all times. Combinations are changed annually. It is expected that each student shall keep their locker neat, use their locker for their possessions only and not disclose their locker combination. The locker is school property and made available to the student for his/her use. All lockers will be inspected periodically. Personal locks are not allowed on lockers. Students are to use only the locker assigned to them. Students who use another's locker or allow another to use their locker could lose the privilege of using a locker.

FOOD IN CLASS
No food, beverages or candy are to be consumed by students in the halls or classroom areas. On occasion, with approval, special events or activities will occur in which food will be permitted in the classroom. If students are found consuming food, beverage or candy, these items will be confiscated and will not be returned.

OUTSIDE DELIVERIES TO SCHOOL
On occasion deliveries to students during the school day might occur (i.e. flowers, balloons, etc.). Students will be notified at the end of the school day to pick up such deliveries. At no time will the student be allowed to pick up and carry items during the normal school hours. REMINDER: No latex balloons are allowed in the building.
FUN AFTERNOONS
A minimum of three (3) fun afternoons will be held during the year. There is a minimum of three (3) faculty chaperones required at each student social activity. Parents are cordially invited, but not in lieu of faculty. All regular student conduct rules apply to fun afternoons. Only students currently attending CMS may attend. Students serving in-school/time out or out-of-school suspension or absent on the day of a fun afternoon/dance will not be permitted to attend.

HOMEROOM CONCEPT PHILOSOPHY
Students are different in practically every aspect of school curriculum from math to physical education. This difference is natural and can be encouraged and put into proper perspective by putting some time aside in the school day for the development of the worth and dignity of each student. Students are EQUAL in human worth and our advisor/advisee program is dedicated to the achievement of that purpose and to the development of the human skills in school.

Objectives of the Homeroom Concept Program:
1. To give each student a "home base" where he/she feels wanted and comfortable.
2. To assign a teacher to monitor the academic and social growth of each student and serve as a center for the first line of communication.
3. To discuss and build social skills and group cohesiveness, school pride and school spirit through group participation in various competitive and cooperative activities.
4. To give students and faculty the opportunity to develop close human relationships and improve communications between students, parents, teachers and the community.
5. To teach students to accept responsibility for their own actions.
6. To help students take charge of their own academic growth and raise the quality and expectations of their learning.
7. To develop a strong self-concept within all advisees and foster a sense of personal pride, emphasizing the worth of each person as an individual.

REPORT CARDS AND PROGRESS REPORTS
Students will receive four (4) grade reports per year. In addition, a mid-term progress report will be electronic and/or handed out at conferences. Parent/Teacher conference dates will be published in the school calendar.

COUNSELORS
Besides the Advisor/Advisee program Cloquet Middle School employs a certified counselor to aid the students. The counselor should be regarded as a person a student may confidentially discuss their situation or troubles. The counselor administers tests, programs the pupil into courses, makes pupil subject changes, and holds conferences with the parents and teachers. In general, the counselor aids the student in adjusting to school, society and life.

EMERGENCY EXERCISES (FIRE, TORNADO, EVACUATION AND LOCKDOWN)
Emergency drills will be held at regular intervals throughout the school year. It is important that each student observe the fire drill regulations that are posted in each homeroom and become familiar with the emergency drill procedure for the entire school. Students will leave rooms immediately upon hearing the alarm signal. Lines should be kept well organized and move rapidly without running. Students should remain in line at the "destination" (which is at least 100 feet from the building). Students will remain at this "destination" until the all clear is given to re-enter the building.

VISITORS
Any person other than middle school students, staff or Board of Education personnel are regarded as visitors and must report to the office. At NO TIME during the school year will student visitors be allowed to visit the middle school during the instructional day.

MIDDLE SCHOOL CAFETERIA
1. Students may eat at the table of their choice regardless of the type of lunch eaten.
2. Students are required to return their soiled dishes to the dishwashing area and deposit all garbage products in the containers provided.
3. Behavior during lunch period will be in accordance with dining room courtesy.
4. Students shall not leave the lunchroom area at any time without consent of the cafeteria supervisor.
5. After eating, the tables are to be cleared of all food products, lunch bags, etc.
6. Students not following the proper procedures in the cafeteria will be disciplined by the cafeteria supervisor or referred to the administration for appropriate disciplinary action in accordance with lunchroom disciplinary guidelines.
7. Continued lunchroom violations will result in suspension of lunchroom privileges and assignment to the restricted activity room.
DETENTION/RESTRICTED ACTIVITY
Students placed on in-school suspension, suspended from the lunchroom or assigned detention will be assigned restricted activity. All students in grades 6-7-8 serving detention will report to the detention room. Students should be aware of the rules that apply to the restricted activity.

1. Students placed in time out or that have been restricted from the lunchroom area will only be allowed to eat in a restricted area. Students wishing to eat lunch will be allowed to purchase a lunch provided by the food service program at the regular price or may bring their own.
2. At no time is pop, juice or candy to be consumed.
3. This will be a totally quiet area. NO talking or visiting is allowed at anytime.
4. Students serving detention or placed on in-school suspension will not be allowed to leave this assigned area for any reason. No passes will be given and no passes will be honored unless approved by the building principal.
5. Students are required to bring schoolwork or reading material with them. Students will not be allowed to use this time to play games or rest.
6. Students are reminded to use the washroom facilities prior to reporting to restricted activity.
7. If a student is disruptive in the restrictive area, they may be suspended from school for the remainder of the day.
8. Students late to detention will be required to serve an additional detention.

TOBACCO/TOBACCO-LESS CHEW/ALCOHOL/DRUG POLICY
Possession of tobacco, tobacco-less chew, nicotine patches or smoking in the school building, on school grounds or on school buses or at any school function, at home or away, will result in immediate suspension. The following procedures will prevail:

1. Notification of parents and parent conference required.
2. Immediate suspension – 1st violation, 3 days; 2nd violation, 5 days; 3rd violation, 10 days. All will be referred to the County Attorney’s Office.
3. School eligibility rules will apply.
The following are procedures under which staff members will operate regarding student use and/or possession of alcohol or drugs:

1. Conference with the student
2. Notification of parents
3. First violation suspension (5 days out of school)
4. Second violation suspension (10 days out of school)
5. Immediate removal of student from school
6. Referral to Police Liaison Officer

OPEN ENROLLMENT POLICY
The deadline for applying for open enrollment is January 15. All other deadlines change accordingly: February 15 for notifying applicant, March 1 for applicant notifying district, and March 15 for the non-resident district to notify the resident district.

Exceptions to deadlines are as follows:
• Family change of residence from one district to another.
• Upon agreement of the resident and non-resident district to waive the deadline for applying for the following school year (not new).
• When a pupil is assigned to a different school after December 1, the pupil, their siblings and any other pupil residing in their home may apply at any time before July 1 to enroll in another district.
• When the district is found by the Commissioners of Education and Human Rights to be in violation of Title VI of the Civil Rights Act, any pupil in the district may submit an application at any time to a non-resident district to begin enrollment at any time.
**BEHAVIOR VIOLATION CONSEQUENCES**

<table>
<thead>
<tr>
<th>BEHAVIOR</th>
<th>POSSIBLE CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALCOHOL</strong> - Bringing alcohol, drinking before or during school or at activities or being under the influence on school property, or at dances, games, or any other school activity.</td>
<td>Out-of-school suspension/expulsion/referral to Cloquet Police Department/parent conference/removal from all activities chemical use assessment or dependency evaluation.</td>
</tr>
<tr>
<td><strong>ARSON</strong> - Doing something deliberately or carelessly that results in damage by fire or explosion.</td>
<td>Out-of-school suspension/expulsion/referral to Cloquet Police Department/parent contact.</td>
</tr>
<tr>
<td><strong>ASSAULT</strong> – Trying to hurt or hurting on purpose, or acting in such a way that you make the other person afraid of being hurt by you. This could be a physical or verbal attack or both.</td>
<td>Time-out or out-of-school suspension/expulsion/referral to Cloquet Police Department/parent contact.</td>
</tr>
<tr>
<td><strong>CHEATING</strong> - To mislead a teacher with work, which the student did not originate or work performed with unauthorized aid and assistance.</td>
<td>Student conference with teacher/detention and/or time-out/reduction of grade.</td>
</tr>
<tr>
<td><strong>CLASS SKIP</strong></td>
<td>Detention/time-out/report to parent/parent contact.</td>
</tr>
<tr>
<td><strong>CLOTHING (INAPPROPRIATE)</strong> - Dressing in a way that could offend someone or cause a distraction.</td>
<td>Student conference/parent conference/time-out/suspension pending attire change/detention.</td>
</tr>
<tr>
<td><strong>DEFYING AUTHORITY (INSUBORDINATION)</strong> - Refusing to follow legitimate and reasonable directions or orders given by a staff member.</td>
<td>Time-out or out-of-school suspension/parent contact/student conference/detention.</td>
</tr>
<tr>
<td><strong>DISORDERLY CONDUCT</strong> - Behavior such as swearing, arguing loudly or use of abusive language that is disturbing or offensive to others.</td>
<td>Time-out or out-of-school suspension/referral to authorities/parent contact/possible petition to court.</td>
</tr>
<tr>
<td><strong>DISRESPECTFUL/OFFENSIVE LANGUAGE</strong> - Insulting words that show disrespect to a teacher or other school employee or another student</td>
<td>Time-out or out-of-school suspension/parent-student conference/parent contact/detention.</td>
</tr>
<tr>
<td><strong>DISRUPTIVE BEHAVIOR</strong> - Doing something that interferes with orderly learning.</td>
<td>Student conference/detention/parent contact and/or conference/Time out/out-of-school suspension.</td>
</tr>
<tr>
<td><strong>DRUGS (CONTROLLED SUBSTANCES)</strong> - Minnesota State law says that some things, such as marijuana, cocaine, heroin or simulated drugs, etc., must not be possessed, handed out, sold or used before or during school or school activities. (You may use medicine prescribed for you by your doctor, but it must be brought to the Nurse’s Office).</td>
<td>Out-of-school suspension/expulsion/referral to Cloquet Police Department/parent conference/chemical use assessment or dependency evaluation/removal from all extracurricular activities.</td>
</tr>
<tr>
<td><strong>FALSE FIRE ALARM</strong> - Intentionally setting of alarm signal or communicating to others a false alarm or fire.</td>
<td>Out-of-school suspension/referral to Cloquet Police Department.</td>
</tr>
<tr>
<td><strong>FIGHTING</strong> - Two or more students hitting or wrestling each other where both have caused the fight through insults or physical action.</td>
<td>Student conference/in-school or out-of-school suspension/parent contact and/or conference/expulsion. Possible referral to Cloquet Police Department.</td>
</tr>
<tr>
<td><strong>FORGING INFORMATION OR A SIGNATURE</strong> - Signing another person’s name on a note from home, permit slip, etc.</td>
<td>Time-out/parent contact/detention.</td>
</tr>
<tr>
<td><strong>GAMBLING</strong> - Playing cards or rolling dice for stakes (such as money): buying or selling pool number, lagging coins, etc.</td>
<td>Student conference/parent contact/time-out or out-of-school suspension.</td>
</tr>
<tr>
<td><strong>GANG GRAFITTI/ACTIVITIES</strong> – any gang related activity.</td>
<td>CMS will maintain a no tolerance policy. Student conference/parent contact/suspension.</td>
</tr>
</tbody>
</table>

**REASONABLE FORCE**

“Reasonable force” may be used by a teacher or other school employee when necessary to restrain a student or prevent harm to another (a clarification of existing law).
<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Out of School Suspension</th>
<th>Detention</th>
<th>Parent Contact</th>
<th>Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harassment</td>
<td>Student conference</td>
<td>Parent contact</td>
<td>Detention</td>
<td>Time-out or referral to Cloquet Police Department</td>
</tr>
<tr>
<td>Harassment of Staff Members</td>
<td>Time-out</td>
<td>Parent contact</td>
<td>Referral to Cloquet Police Department</td>
<td></td>
</tr>
<tr>
<td>Insubordination</td>
<td>Time-out</td>
<td>Referral to authorities</td>
<td>Detention</td>
<td></td>
</tr>
<tr>
<td>Physical Education/Swimming Cuts</td>
<td>See Page 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession of Stolen Property</td>
<td>Student conference</td>
<td>Parent contact</td>
<td>Referral to Cloquet Police Department</td>
<td>Time-out or out-of-school suspension</td>
</tr>
<tr>
<td>Theft</td>
<td>Time-out or out-of-school suspension</td>
<td>Parent contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco - Tobacco Less Chew</td>
<td>Time-out or out-of-school suspension</td>
<td>Parent contact</td>
<td>Removal from extra-curricular activities</td>
<td>Referral to Cloquet Police Department</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Referral to authorities</td>
<td>Parent contact</td>
<td>Out-of-school suspension</td>
<td>Detention</td>
</tr>
<tr>
<td>Truancy from School</td>
<td>Time-out or in-school suspension</td>
<td>Parent contact</td>
<td>Possible referral to truancy review committee and County Attorney’s Office</td>
<td></td>
</tr>
<tr>
<td>Unexcused Tardiness to School or Class</td>
<td>Warning</td>
<td>Detention</td>
<td>Parent contact</td>
<td>Conference - possible referral to truancy review committee and the County Attorney’s Office</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Time-out or out-of-school suspension</td>
<td>Referral to Cloquet Police Department</td>
<td>Payment for damages</td>
<td>Detention</td>
</tr>
<tr>
<td>Withholding Pertinent Information</td>
<td>Detention</td>
<td>Time-out or suspension depending on the degree of the situation</td>
<td>Referral to the Police Liaison Officer if deemed necessary</td>
<td></td>
</tr>
<tr>
<td>Washroom/Hallway Violation</td>
<td>Warning</td>
<td>Detention</td>
<td>Assignment to teacher supervised study</td>
<td>Loss of all pass privileges</td>
</tr>
</tbody>
</table>