

Grand
High School
Rapids



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Student
Handbook

2019-2020

Grand Rapids High School

Student Handbook

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Welcome to Grand Rapids Senior High School

Our handbook has been formatted to provide students and parents with an easy way to access information about our school and its policies. A copy of this handbook and other important school information is available on the high school website which is located at <http://www.isd318.org/grhs>.

Topics are arranged in the following order and are alphabetical within topic areas.

- 1) *Information;*
- 2) *Academics;*
- 3) *Rules and Discipline; and*
- 4) *Health and Safety.*

District Policy Information

Information about district policies is available through the district office
(218-327-5700).

The district website can be found at <http://www.isd318.org>

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PART I - INFORMATION

Arrival and Dismissal Hours

GRHS is supervised by staff from 8:00 until 3:30. Students arriving early may not be supervised. All students are asked to leave the building by 3:30 unless they are participating in extracurricular activities or have arranged with staff to stay after hours for tutoring.

Food in the Classrooms

Students should not bring food or drinks to classrooms unless they are specifically authorized by the teacher. Many teachers allow water bottles, but not pop or other beverages. Be sure to check with your teacher on this issue.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at <http://www.isd318.org/>

Class Assignments

Students are able to access their schedules through parent portal or through the counseling office. Schedule issues can be resolved through the counseling office (327-5770). Counselors are assigned alphabetically according to last name.

Communication Devices/Cameras

Students are allowed to use cellular phones between class periods and during their lunch shift. Violation of this policy will result in disciplinary action.

In accordance with Minnesota State High School League rules, cell phone use will not be permitted in locker rooms or restrooms. Cameras are not allowed in the locker room or in any place where there is an expectation of privacy during the school day. Phone use during lockdown or fire drills is not allowed.

Students are not permitted to take photographs or video footage of any student or staff without expressed written consent of all parties involved. Any such act will result in appropriate disciplinary action as determined by administration.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral.

People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond to the complaining party regarding the school district's response to the complaint.

Counseling (327-5770)

The counselors are assigned according to your last name. Usually you see the counselor to whom you are assigned. If you prefer, however, you may see another counselor. Students are encouraged to make an appointment with their counselor to discuss their academic progress, personal issues, and financial aid. Significant information will be distributed to juniors and seniors in the classroom during the school year, but individual meetings are encouraged. Appointments may be made in the Counseling Office and a pass obtained from the secretary. Counselors are available from 8:00-3:30 and students are encouraged to make appointments during times they are not in class. The Counseling offices contain college and vocational school information and applications, scholarship and financial aid resources and computers to access career and college websites. In addition, assistance is available for job search, resume writing and interviewing. College and military representatives meet with students in the Counseling Conference Room. Visits are posted in the daily announcements and on the school website. Students should sign up and receive a pass in advance from the counseling secretary.

Data Privacy

Personally identifiable student data will not be disclosed from the student's education records without the parent(s) or student's (if 18 years old or older and thus an "eligible student") consent, except to the extent that FERPA and/or the Minnesota Government Data Practices Act authorizes disclosure without consent. One such exception is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the School District as an administrator, supervisor, instructor or support staff; a person serving on the School Board; a person or company with whom the School District has contracted to perform tasks; or a parent or student serving in an official capacity, such as committees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and/or access educational data/students records in order to fulfill his or her responsibilities.

1:1 Student Device Plan

District 318 recognizes the need for increased awareness of student safety in a technological plan. Every student, staff member, and visitor to our buildings deserves a safe environment. To that end, policies will be implemented to ensure that safety.

A digital citizenship learning requirement will be incorporated into district 5th grade classrooms. Digital citizenship is defined as "norms of appropriate, responsible behavior with regard to technology use," and includes instruction in electronic standards of conduct and electronic precautions to guarantee safety. District 318 expects that our students will be able to navigate this technology while still retaining a safe environment.

Students will be subject to the filtering of devices both at and away from school. The district has a robust filtering system that regulates what websites students are able to visit. Devices will also be equipped with a mobile device management program that will filter access to materials when the devices are taken to public places, such as a coffee shop. Finally, information will be provided to parents that will enable them to set viewing privileges of the devices on their home networks. Students should have no expectation of privacy of materials found on the devices. District 318 staff reserve the right to review materials at any time.

1:1 devices are subject to the same district-wide policies of Bullying Prohibition (#514) and Internet Acceptable Use and Safety (#524), including the Digital Image Devices and Other Personal Electronic Devices Policy (#524.5). Any electronic recordings obtained with the device are for instructional/educational purposes and individual use. These electronic recordings may not be shared, published, or re-broadcast for any reason without permission from all individuals in the recording.

Misuse of a 1:1 device will result in discipline that could include restriction of access to the device. Discipline will be implemented on a case by case basis based on district policy.

Student responsibility for care and use of the devices is outlined in the Student Device and Technology Policy which will be available shortly upon final approval of the District Digital Conversion Team.

Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that School District 318, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, School District 318 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow school District 318 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want School District 318 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by Oct. 1 of each year. School District 318 has designated the following information as directory information:

Student's name, Address, Telephone Listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, honors, and awards received, The most recent educational agency or institution attended.

Eighteen-Year-Old Students

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

Employee Directory

Grand Rapids High School staff can be contacted directly or through the office (327-5760). A staff directory and contact information can be found at <http://www.isd318.org/grhs>

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees

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

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

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

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance. Applications for fundraisers are available through the GRHS Activities Office. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

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

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library and Media Center

The library/media center is open from 8:25 until 3:06. Students may use the library/media center during the school day and before and after school only when a supervisor is present. Students using the library during the school day are required to have a pass which they can obtain from one of their teachers. Study hall teachers should not write passes. Students are required to check out and return to their classroom prior to the end of the hour.

Lunch

GRHS is a closed campus and students are not allowed to leave campus for lunch. Lunch is to be eaten in the cafeteria. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available in the main office or in the Food and Nutrition office. For more information regarding eligibility for free and reduced price meals, contact the Food and Nutrition Office at 327-5771.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is only allowed between class periods and during a student's lunch period.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Colleen Schussman, Personnel Office (327-5708), as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held during the fall semester. For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools. To volunteer in the school building or classroom, parents/guardians should contact a building principal. Parents/guardians who visit the school should sign in at the main office and receive a visitor's pass. For the security of our students, visitors are required to sign in and out of the building.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America once a week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Prom/Snowball/9th Grade Dance

A student in 10th grade can only attend the prom as a guest of a junior or senior. Ninth grade students are not allowed to attend prom. Snowball is open to students in grades 10, 11 or 12. Any student requesting a guest to attend a school related dance is required to complete a "Guest Request/Permit" form two (2) weeks prior to event. Outside guests cannot be over the age of 20, and must meet the grade requirements signified above. Only GRHS 9th grade students are allowed to attend the ninth grade dance.

Public and Media Information/Opt-Out Form ISD No. 318, Grand Rapids, Minnesota

Our schools are an important part of community life; and as such, the school district and its students deserve a certain amount of attention whether through the media or in conjunction with school district approved web pages. Special

events regularly take place at and in school and in conjunction with school activities, and we would like to share these activities with the community and other school district patrons through news releases, photographs, videos, other electronic means, and/or on the school district's approved web pages. Often, these news releases and web pages are accompanied by pictures of students taken by school staff, newspaper or media personnel, or other individuals authorized and approved by the school district.

ISD 318 worldwide web site was established to provide a learning experience for students and staff and an opportunity to communicate with parents, community and other internet users about the learning activities and extra and pro-curricular activities of ISD 318 and its schools and students. The web site provides information about school and activities, including photographs of school events and special awards. School district policy and procedure requires that students receiving special services will not be included. The school district would not publish the full names of students in the photographs, and only first names will be used, when and where appropriate. It is anticipated that the majority of any photographs or video will be of a group nature. Any individual photographs will be discreet. The only exceptions to the above procedure and policy would be with regard to college recruitment, senior pictures, graduation announcements, school related yearbook, drama playbills, and sport activity sheets and programs, etc. The school district will follow the aforementioned procedure, as it considers this information, photographs, videos and other technology showing likenesses of students and student activities to be property interests of the school district. However, should you choose and elect to opt-out by giving a blanket denial of permission for the intended uses contemplated above with regard to your student, you must sign the document below, which clearly indicates by your signature that no permission is given for the use of your student's likeness for any of the intended purposes. The school district will make all reasonable efforts to respect your request and desire.

Should you fail to sign this document and have it submitted to the school district offices by October 1st of each school year, the school district will proceed in accordance with its normal policies and procedures.

Print Student's Name: _____

Grade: _____

Parent/Guardian Name: _____

Relationship: _____ Date: _____

Signature: _____

Original kept in the building of origin

Send one copy to: Student Information Services

**BELL SCHEDULE
2019-2020
GRHS**

MONDAY-TUESDAY-THURSDAY-FRIDAY

8:20 Warning Bell

Period 1 8:25 – 9:16 51 Minutes

Period 2 9:20 – 10:10 50 Minutes

Period 3 10:14 – 11:04 50 Minutes

Period 4 11:08 – 12:24 76 Minutes
(contains a 50 minute academic period, a 25 minute lunch period and passing time)

Period 5 12:28 – 1:18 50 Minutes

Period 6 1:22 – 2:12 50 Minutes

Period 7 2:16 – 3:06 50 Minutes

Wednesday Early Release		
Period	Time	
	8:20	Warning Bell
Per 1	8:25	9:07
Per 2	9:11	9:54
Per 3	9:58	10:41
Hawk Talk	10:41	10:51
<i>A Lunch</i>	10:55	11:19
4	11:19	12:04
4	10:55	11:19
<i>B Lunch</i>	11:19	11:42
4	11:42	12:04
4	10:55	11:42
<i>C Lunch</i>	11:42	12:04
5	12:08	12:51
6	12:55	1:38
7	1:42	2:25

Alternate #1 (AM Program)		
Period	Time	
	8:20	Warning Bell
1	8:25	9:02
Program	9:06	10:22
2	10:26	11:03
<i>A Lunch</i>	11:07	11:32
4	11:32	12:22
4	11:07	11:32
<i>B Lunch</i>	11:32	11:57
4	11:57	12:22
4	11:07	11:57
<i>C Lunch</i>	11:57	12:22
3	12:26	1:03
5	1:07	1:44
6	1:48	2:25
7	2:29	3:06

Alternate #2 (PM Program)		
Period	Time	
	8:20	Warning Bell
Per 1	8:25	9:02
Per 2	9:06	9:43
Per 3	9:47	10:24
Per 5	10:28	11:05
<i>A Lunch</i>	<i>11:09</i>	<i>11:34</i>
4	11:34	12:24
4	11:09	11:34
<i>B Lunch</i>	<i>11:34</i>	<i>11:59</i>
4	11:59	12:24
4	11:09	11:59
<i>C Lunch</i>	<i>11:59</i>	<i>12:24</i>
6	12:28	1:05
7	1:09	1:46
Program	1:50	3:06

Alternate #3 (Extended 3rd)		
Period	Time	
	8:20	Warning Bell
Per 1	8:25	9:05
Per 2	9:09	9:49
Per 3	9:53	11:02
Per 5	10:28	11:05
<i>A Lunch</i>	<i>11:06</i>	<i>11:31</i>
4	11:31	12:16
4	11:06	11:29
<i>B Lunch</i>	<i>11:29</i>	<i>11:53</i>
4	11:53	12:16
4	11:06	11:51
<i>C Lunch</i>	<i>11:51</i>	<i>12:16</i>
5	12:20	12:59
6	1:03	1:42
7	1:46	2:25

School Activities

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

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

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

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

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the activities director (327-5765).

School Closing Procedures

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be made over local radio and television stations as well as by Instant Alert.

2 Hour Late Start Schedule: (Proposed)		
Mon/Tue/Thurs/Fri		
Per 1	10:25	11:03
Per 2	11:07	11:35
Per 3	11:39	12:07
<i>A Lunch</i>	<i>12:11</i>	<i>12:36</i>
<i>4</i>	<i>12:40</i>	<i>1:28</i>
<i>4</i>	<i>12:11</i>	<i>12:36</i>
<i>B Lunch</i>	<i>12:36</i>	<i>1:02</i>
<i>4</i>	<i>1:02</i>	<i>1:28</i>
<i>4</i>	<i>12:11</i>	<i>1:02</i>
<i>C Lunch</i>	<i>1:02</i>	<i>1:28</i>
5	1:32	2:00
6	2:04	2:32
7	2:36	3:06

2 Hour Late Start Schedule: (Proposed)		
Wed		
Per 1	10:25	10:50
Per 2	10:54	11:19
Per 3	11:23	11:48
<i>A Lunch</i>	<i>11:52</i>	<i>12:12</i>
<i>4 & Hawk Talk</i>	<i>12:12</i>	<i>12:58</i>
<i>4</i>	<i>11:52</i>	<i>12:17</i>
<i>B Lunch</i>	<i>12:17</i>	<i>12:38</i>
<i>4 & Hawk Talk</i>	<i>12:38</i>	<i>12:58</i>
<i>4 & Hawk Talk</i>	<i>11:52</i>	<i>12:38</i>
<i>C Lunch</i>	<i>12:38</i>	<i>12:58</i>
5	1:02	1:27
6	1:31	1:56
7	2:00	2:25

School Song

RAPIDS ROUSER

Joyous and ever loyal
Let us boost for Rapids High
Let every heart sing,
Let every voice ring,
There's no time to grieve or sigh.

U--RA---RAH!!

Onward our hearts pursuing,
May your ardor never die,
And united we all will boost
For **Grand Rapids High!!**

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

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

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

Desks

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

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

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

Student Identification Cards

All students will be issued an identification card at GRHS. Students may be required to have these with them for admission to selected school events.

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, contact a principal or refer to district policy.

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. “Official school publications” means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district’s actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at the District Administration Building.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, please refer to the school district’s “Student Surveys” policy. It may be obtained at the District Administration Building.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live three fourths of a mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video- and Audio-Taping School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

Yearbook Pictures

Senior yearbook pictures will not be accepted if they contain the following:

- Props such as cars/vehicles/boats, musical instruments, sports equipment, etc..
- Hats, costumes, or accessories
- Weapons of any kind, including rifles, shotguns, knives, etc..
- Group photos, such as with babies, grandparents, other relatives, or pets

PART II - ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school's student discipline policy. Repeated violations are cause for removal from the course. Cheating in an IB course is covered by IB policy.

Class Rank/Academic Standing

Class rank for seniors will be calculated using the cumulative GPA after the 1st semester of the senior year.

Early Graduation

Students may be considered for early graduation after completing the conditions provided in district policy.

Pass Fail Course

As an academic intervention for at risk students, counselors with administrative approval may allow students to take a course as pass/fail. This intervention cannot be used to raise a student's GPA or class rank.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Special Education Office (327-5705).

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Students' grades will be reported quarterly during the year. Report cards will be available after each semester on parent portal for review. Parent portal is a very useful tool to monitor a student's academic and behavioral records. Parents without access to the internet may request paper mailings of their student's report cards through the main office 327-5760.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Grand Rapids High School. All students must also meet the mandated state testing requirements as well as pass the state identified proficiency tests, Minnesota comprehensive assessments. Alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in grade 9.

Course Credits Required

In order to receive a diploma, students must successfully complete at least 23 credits and comply with the following high school level course requirements:

Additional ISD 318 requirements: 1.5 credits

Physical Education: 1 credit

Health: .5 credit

It's your Future (College and Career Readiness)

Total Credit needed to Graduate from ISD 318

21.5 State required credits+1.5 ISD 318 Required credits = 23 credits

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Linear Algebra is required by the end of eighth grade. Algebra II. A computer science or a career technical education course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards either in chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.
Social Studies	3½	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. An agricultural education or business economics course may fulfill a one-half credit if the academic standards for economics are satisfied. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts.
Elective Courses	7	(.5 must include Financial Literacy- ISD 318 Requirement)

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Arts K-12

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health and Physical Education (K-12);
- School District Standards, Vocational and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, contact the counseling office (327-5774).

Homework/Makeup Work

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their children to complete homework thoroughly and promptly. Every absence requires make-up work that may be assigned by the teacher. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be made up and is lost education due to absenteeism whether excused or unexcused. **Students must have missed three days or more before office will request homework.** Detailed information regarding individual course requirements and homework procedures are distributed to students at the beginning of each course.

Honor Graduates

Students graduating with a 3.5 grade point average (GPA) will be designated as Honor Graduates and will be allowed to wear a gold cord during graduation ceremonies, and an asterisk will appear before their name in the Commencement Program. Students who graduate with a 3.75 GPA will be

designated as having graduated with High Honors and will wear a gold cord at graduation, and two asterisks will appear before their name. The only GPA used to calculate this honor will be the cumulative GPA after first semester of a graduate's senior year.

Honor Rolls

After each semester students achieving a 3.5 GPA for that semester will be designated as students achieving Honor Roll status. Students achieving a 3.75 GPA for each semester will be designated as achieving High Honor Roll status.

Promotion and Retention

All students are expected to earn about six credits per year during grades nine through twelve. Grade standing is based on credits earned and not on the number of years attended.

Post-Secondary Enrollment Options

Eleventh and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. Qualifying credits granted to a student through a PSEO course or program will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the counseling office by March 30 for enrollment the following school year. Institutions of higher education will have their own criteria and deadlines which must be met. Itasca Community College requires a 3.2 GPA for juniors and a 3.0 for seniors. Students must meet minimum standards in the placement test. Weighted grades will not be awarded to any PSEO courses. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact their counselor.

ISD 318 students who participate in off-campus PSEO coursework may utilize ISD 318 educational facilities and equipment during regular school hours in order to work on class assignments. Students who wish to utilize ISD 318 facilities in this capacity must check in at the main office and report directly to the school library, or other area designated by building administration. Students must remain in the designated location while working on their coursework, and will be under the supervision of the building staff.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Report Cards/Progress Reports

Report cards are issued every nine weeks and at the end of the year to inform both students and parents regarding pupil progress in each subject. Report cards are available online through Parent Portal. Parents can also request that paper copies be mailed. Parents are encouraged to follow their student's progress on Parent Portal. Mid-quarter and interim grades are also reported here.

Standards-Based Accountability Assessments

The Minnesota Comprehensive Assessments (MCAs) are statewide tests in mathematics, reading, and science that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA).

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the Minnesota Department of Education to provide information about statewide assessments to parents/guardians and provide a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. The refusal form must be submitted annually to the building principal and can be found on the ISD 318 website under the Teaching and Learning tab, go to Assessments and Testing.

PARENT/GUARDIAN GUIDE TO STATEWIDE TESTING



Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20 ____ to 20 ____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://mde.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science

_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Posted May 2019

Summer School

The school district may provide summer school learning opportunities. For more information, contact the counseling office (327-5770).

Transcripts

Grand Rapids High School transcripts are available online through Docufiled Secure Transcripts. Requests for transcripts can be made through <http://64.8.152.197/Transcripts/trmain.html>. Individuals that do not have internet access can order transcripts through the counseling office.

PART III - RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

What should you do if you are absent?

On the day of your absence, preferably in the morning, you must have a parent or guardian call school to excuse the absence (327-5767).

Leaving School

If you become ill during the day, or if you must leave school for any reason, you must receive permission from the nurse or office and sign out. If you leave school for any reason without notifying the office and signing out prior to leaving, your absence will be regarded as unexcused. Students that leave the building without being excused by the main office may receive detention, suspension, a loss of credit in one or more classes, or be considered for a change in educational placement.

Appointment Reminder

If you know you have an appointment, you must stop at attendance window and pick up a pass. If you are expecting your parent to make you an appointment, please stop at the attendance window to check. Appointment passes are not sent to a student in class unless it is a last minute appointment and the student is not aware of it. Appointments may be exempted upon submission of a note from a healthcare provider.

Attendance Policy

Any student exceeding 11 non-exempt absences will lose credit for that class. All absences will count toward the absence limit with the exception of absences which fall in the exempt category. Parents or guardians are encouraged to monitor their student's attendance through the Parent Portal or by calling the attendance secretary. Credit earned by students at Grand Rapids High School can be considered unearned if the student exceeds their (11) days.

Parents or guardians will be informed of loss of credit when the 11th absence has been exceeded in any one class.

Any student losing credit based upon attendance has the opportunity to appeal to a committee no later than five school days after the notification.

Types of Absences

A. Exempt

1. Verified medical appointment (i.e., doctor, dentist, optical, therapy appointments)
2. Verified doctors note for illness
3. School related activities
4. Outside supported activities (Request an advance absence form)
5. Court/Legal
6. Funeral-immediate family only

All other absences count toward the student's 11 absences per semester.

It is important to note that the final determination of whether a student is excused or not is a decision made by the school.

B. Excused (Counts toward students 11 day per semester policy)

Parent/Guardian must give their student permission for any absence from school. This permission must be given in advance or on the day of the absence. Otherwise, the absence may be considered unexcused.

C. Unexcused (Counts towards students 11 day per semester policy)

1. Are not classified in the exempt or excused policy.
2. Absence which has not been verified by the school or parent/guardian.
3. Leaving campus without following proper checkout procedures.
4. Absences not called in advance.
5. Personal transportation issues.
6. Oversleeping.
7. Students are not eligible to receive make up work following unexcused absences.

Truancy

A truancy from even one hour of class will be considered an unexcused absence. The parents will be notified and the student will receive additional consequences. A student with chronic truancy problems may be dismissed from their classes and referred to the Area Learning Center. A child under 17 years of age must attend school (Minnesota Statute 120A.22, Subd. 5). A child 17 years of age may not drop out of school without the permission of their parents (Minnesota Statute 120A.22, Subd. 8). A student with continued or chronic truancy issues may be referred to a truancy prevention program, or another type of truancy intervention aimed at improving school attendance.

Tardiness

Tardies in excess of 10 minutes will be treated as unexcused absences. Getting to class on time is essential for the learning process. Being late to class reflects a lack of respect for the teacher and the other students in the classroom. Classroom teachers are responsible for defining their expectations regarding

tardiness/attendance. This includes informing students when they have been marked tardy. Three (3) tardies to a class will result in one (1) unexcused absence.

Chronic Absenteeism

Any student who misses 10% or more of the school year is considered to be chronically absent. This could be for any reason, and often times puts students at risk academically. In order to best serve our students, parents are advised to provide Grand Rapids High School with any doctor/treatment notes, as well as to communicate with Grand Rapids High School any conditions that may cause their student(s) to experience chronic absenteeism.

Participation in Activities

A student must attend school all day in order to be allowed to participate in after school activities that day. If a student misses any part of the school day with an excused absence, they may be allowed to participate if:

1. The absence was approved in advance by school administration
- AND/OR
2. Permission was received from school administration upon returning to school.

A student must be in good standing academically, behaviorally, and attendance to participate in extracurricular activities. In addition to meeting the MSHSL eligibility requirements, for participation, the administration reserves the right to limit participation by students deemed not to be making adequate progress toward graduation.

Request for Advance Absence Review Form:

If your student is involved in an activity that is not sponsored by the school this form may be filled out requesting the absence(s) be exempt (Example 4-H, dance, missions trip, skiing, archery, ect.) A total of five absences per semester may be granted if this form is filled out in advance and is approved by a principal. Any additional days will be marked as excused rather than exempt.

Bullying Prohibition Policy (Ref. ISD318 Policy 514)

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or 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. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. 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. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.
- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Buses - Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

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

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

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

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

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Cell Phones and Electronic Devices

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day except during passing times between class hours and during their lunch. Student use of cell phones or electronic devices in the classroom will be permitted at the discretion of each classroom teacher. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the

search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. Devices with photo capabilities are not allowed in locker rooms. Finally, external speakers (e.g., Bluetooth speakers, amplified stereo devices, ect.) are not permitted at any time.

While students are allowed to use cellular phones between class periods and during their lunch shift, use of cell phones and/or personal electronic devices outside of these times may result in disciplinary action. In addition, non-consensual photographing and video recording of students and/or staff without express consent is prohibited. In the event consent to record is given, students may not record:

- A. Actions or events disruptive to the school activities
- B. Actions relating to the physical, social, or emotional harm of any peer or adult
- C. Non-educational events or activities

Any such act will result in appropriate disciplinary action as determined by school administration. In addition, personal electronic devices may not be used during fire, or lockdown drills

In accordance with Minnesota State High School League rules, the use of electronic devices are not permitted in locker rooms or restrooms. Cameras are not allowed in the locker room or in any place where there is an expectation of privacy during the school day.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Students may be questioned to determine if disciplinary action is required. Students are required to cooperate in all disciplinary investigations. Failure to do so may result in disciplinary action. Suspected criminal information will be submitted to law enforcement. The table below illustrates disciplinary measures that may be taken by school officials in response to behavioral indiscretions. Decisions regarding disciplinary action are made at the discretion of school officials. Please remember that it is impossible to list every behavior that would be unacceptable. In some situations, the principal may substitute in-school suspension (ISS) for out-of-school suspension.

	1st Offense	2nd Offense	3rd Offense
Tobacco Use	Suspension	Suspension.	Suspension
Tobacco Possess.	Suspension	Suspension.	Suspension
Alcohol/Drug use/ Possession	Suspension	Suspension Police referral/consider change of educational Setting	Suspension
Drug/ Alcohol/Tobacco Sales/Distribution	Suspension/Police referral/consider change of educational setting		
Fighting/Assault	Suspension Police referral	Suspension Police referral	Suspension/Expulsion Police referral
Sexual Comment/ Gesture	Suspension	Suspension	Suspension
Vandalism	Suspension Restitution	Suspension/ Expulsion restitution	
Theft	Suspension Restitution	Suspension restitution	Expul.considered restitution
Truancy	Detention	Detention	Detention/ Suspension
Disruptive Conduct	Detention	Detention	Detention/ Suspension
Misuse of Technology	Loss of tech Privilege Detention/Suspension		
Insubordination	Suspension	Suspension	Expulsion considered
Fire Equipment Misuse	Detention/ Suspension/ Expulsion		
Failure to identify self	Detention	Suspension	Suspension
Weapon possess.	Suspension/ Expulsion referral to police		
PDA	Warning	Detention	Detention/Suspension
Skiping Detent.	Missed hour plus 1 hour	Missed hour plus 1 hour	Suspension
Cell Phone & Electronic Device violation	Warning	Referral to office	

Dress and Appearance

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

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

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

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

- “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats, bandanas, or head coverings is not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications, be assigned detention or will be sent home for the day. Repeated dress code violations may result in detention and or suspension. A parent or guardian will be notified.

Drug-Free School and Workplace

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes including vaporizers and any accompanying cartridges, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, synthetics, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician’s prescription, over-the-counter (OTC) drugs, possession of drug paraphernalia constitute violations of this policy. Paraphernalia associated with these chemicals also is prohibited. Violation of this policy will result in confiscation of the product and disciplinary action. The school district will discipline or take appropriate action against any party who violates this policy. District policy is not violated when a person brings a controlled

substance (with the exception of marijuana as per district policy—see 506 Student Discipline) which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy found at the district website: www.isd318.org.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment that is free from harassment and violence on basis of race, color, creed, religion, national origin, sex, gender, age, marital status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The policy may be viewed at: www.isd318.org.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the district's Internet Use Agreement is available on the district's web site. The Internet Use Agreement for students must be reviewed by the parent or guardian and the supervising teacher. Forms are to be returned if the parent or guardian wants their student to have limited or no access to the internet.

Law For 18 Year Old Students

The Minnesota State MSA 120.06 reads as follows: "The Board of Education of any school district shall provide free educational services to any person between the ages of 18-21 years and may require of that person adherence to

rules and regulations applicable to students under the age of 18." This mandates that all students regardless of age must adhere to the policy of the school.

Parking on School District Property

Students

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

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the main office (327-5760).
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the building principal. Students that leave campus without permission in a vehicle will lose their parking privilege and are subject to disciplinary action including out-of-school suspension.
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school's student discipline policy. Student parking is provided at Grand Rapids High School at the price of \$50.00 per year. Passes purchased at the start of 2nd semester cost \$25.00. Students losing permits will be required a "wait period" of two weeks before a replacement can be issued. The cost for replacement passes is \$10.00. These fees are non-refundable. Applications are available in the Main Office. Seniors and juniors receive top priority. PSEO and part time GRHS students are required to hold a parking pass if they will be parking in the high school lot. Student parking passes permit parking in the student lot only. Staff and Reif lots are reserved for District 318 staff, Reif employees and guests. Students who purchase a parking permit must strictly adhere to the rules in the agreement they sign in order to get a permit. Improper student parking will result in the following:

- 1st offense - Turn in hanger and lose parking privileges for a minimum of one week or revocation.

- 2nd offense - Turn in hanger and lose parking privileges for a minimum of one month or revocation.
- 3rd offense - Turn in hanger and lose parking privileges for balance of school year. No refund of hanger fee.

Flagrant violations may result in immediate towing at owners expense. Student parking permits are not transferable.

Visitors

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

Reasonable Force

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes §121A. 582 and other laws.

Tobacco-Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices, including e-cigarettes or e-cigarette paraphernalia, look-alike products, in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. 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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and

recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the District Office (327-5700).

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the main office. Accident report forms must be completed for all accidents and are available in the main office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the District Office (327-5700).

Confidential Safety Tip Line

GRHS has established a confidential safety tip line which can be used to report any situation that might involve student or staff safety. Examples of reportable items might include things such as threats, suicide warnings or chemical abuse issues. The email address for this tip line is safe@isd318.org. Messages received through this tip line will be treated confidentially.

Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Current emergency contact information is critical to insuring student safety. Parents and guardians are urged to view their contact information on parent portal and to update health records and contact information with the school nurse each year.

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in three locations within the high school building. One AED is in the hallway near the gym, another is at the top of the main commons stairs and the third is in the Reif. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained nurse. Students who become sick at school should request a pass to visit the nurse. The nurse's office is located in the counseling area. In the event of an emergency, call or send a runner to the main office (ext. 1400). The school nurse will arrange for students who get sick at school to go home early. Students are required to check out in the main office prior to departure.

A parent/guardian should notify the school on the attendance line (327-5767) if his/her child is unable to attend school because of illness.

Immunizations

All students must be provide proof of immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the district nurse (327-5760).

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Adminstrating Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in a student's prescription medication administration. While acceptable to possess over-the-counter medication, at no time are students allowed to distribute any type of medication to another student. Violation of this policy will result in the same consequence as distribution of drugs as described on the discipline matrix on page 37.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the district nurse (327-5760).

Triclosan

Antibacterial soaps contain a chemical called Triclosan (sometimes called Microban). The hand soap in the School District's dispensers do not contain Triclosan and have minimal fragrance and coloring. In addition, we ask parents who provide antibacterial wipes and other similar products for classroom use to make sure Triclosan or Microban is not an ingredient.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal. GRHS does not allow students to bring visitors to classrooms, however, 30 minute visits during the lunch period can be arranged.

ACADEMIC ELIGIBILITY

Students involved in sports or activities must attend the entirety of the school day in order to be eligible for practice, games, or events. Exceptions to this policy must be approved by the Activities Director or a school principal. Students involved in GRHS sports and activities must remain in good standing with respect to academics, behaviors, and school attendance. Specifically, students must:

- Maintaining passing grades
- Avoid discipline referrals and abide by program behavioral and character expectations
- Demonstrate attendance habits in keeping with those outlined in the GRHS student handbook

In the event students struggle to meet these expectations, students may be asked to sign a contract designed to offer support with remediating academic, behavioral, or attendance indiscretions.

The Activities Director will set student release times when students must leave school early to participate in extracurricular activities (e.g., games, events, competitions, etc.). Students are expected to attend the entirety of the school day until the specified release time.

MLA STYLE REFERENCE GUIDE

Works Cited Entries

Put all entries on a separate page under the title "Works Cited" at the end of the paper. Alphabetize entries by the author's last name, using the letter-by-letter system. Ignore spaces and any punctuation within the last name. Use authors' first names if two authors share the same last name. (Example: Descartes, Rene, De Sica, Maria, De Sica, Victor). Use book or article title, ignoring any initial A, An, or The, if no author is listed.

The first line of each entry should be flush with the left margin, with all following lines indented five spaces.

Double space. (*To save space, the citation examples are shown single spaced*)

Separate author, title, and city of publication with a period followed by one space. Complete all entries with an end period.

A colon should separate the city (and possibly state or country) of publication and the name of the publisher.

Abbreviate names of months except May, June, and July.

Books

Author's or editor's last name, first name. Book Title. City of publication (*include the state or country if the city is not a major, well-known city*): Publisher, date of publication.

No author or editor listed, or author, anonymous:

(*Do not use either anonymous or anon.*)

Go Ask Alice. Englewood Cliffs, New Jersey: Prentice-Hall, 1971.

Author, one:

Kramer, Barbara. Trailblazing American Women. Berkley Heights, New Jersey: Enslow, 2000.

Authors, two or more:

Johansen, Bruce E., and Donald A. Grind, Jr. Encyclopedia of Native American Biography. New York: Da Capo Press, 1997.

Editor:

Torr, James D., ed. Genetic engineering. San Diego: Greenhaven Press, 2001.

Encyclopedia Articles:

Dickinson, Robert E. "Norman Conquest." The World Book Encyclopedia. 1998 ed.

"Folk Music." Encyclopedia Americana. 1997 ed.

Periodicals:

Author's last name, first name. "Title of Article." Magazine or Newspaper Name. Date: page(s).

Magazine Articles:

"The New Label Logic." Health Oct. 2002: 144.

Lorch, Donatell. "Following Freedom's Trail." Newsweek 2 Sept.. 2002: 34-37.

Newspaper Articles:

(*If the city of publication is not included in the name of a locally published newspaper, add the city in square brackets after the name.*)

Gordon, Greg. "Moussaoui Trial Delayed for Second Time." Star Tribune [Minneapolis-St. Paul] 1 Oct. 2002: A5.

Electronic Sources

CD-ROMs:

"Spiders." Grolier's New Multimedia Encyclopedia. CD-ROM. Groliers, 1996.

Articles from on-line databases:

Author's last name, first name. "Title of Article." *Article's original source (magazine or journal) volume.issue (if available)*. Publication date: page numbers. Product name (*name of database*). Name of the service. Location accessed from (*our library or, if from home, Arrowhead Regional Library System*). Date researcher visited site. <Electronic Address, or URL, of the source>. (*If you cannot find some of this information, cite what is available.*)

Gale Group Databases (Infotrac, Contemporary Authors, etc.);

(*There are 10 separate databases in this group. All would be cited in the same format.*)

Hazynes, Karima. "Maya Angelou: Prime-time Poet." Ebony. April 1993: 68-71. Infotrac.

Gale. High School Library Media Center, Grand Rapids. 5 Feb. 2002 <http://

www.galegroup.com/>.

Electric Library:

Walker, Pierre A. "Racial Protest, Identity, Words and Form in Maya Angelou's 'I Know Why the Caged Bird Sings.'" College Literature. 1 October 1995. Electric Library. High school Library Media Center, Grand Rapids. 5 Feb. 2002 <http://www.elibrary.com/>

World Wide Web

Last name, first name of person who created the site, if given. Title of Site (or description, such as Home page). Date of last update. Name of any organization associated with the site. Date of access <network address>

"Cambodia." CIA World Factbook. 1997. Central Intelligence Agency. 12 June 1998 <http://www.odci.gov/cia/publications/factbook/country-frame.html>.

"Fresco." Britannica Online. Vers. 97.1.1. Mar. 1997. Encyclopedia Britannica. 29 Mar. 1997 <http://www.eb.com:180>.

Lancashire, Ian. Home Page. 1 May 1997 <http://www.chase.utoronto.ca:8080/~ian/index.html>.

Interview

Last name, first name of person interviewed. Kind of interview (*Personal interview, telephone interview*). Date of interview. Wellstone, Paul. Personal interview. 5 Jan. 2002.

Parenthetical Documentation

A citation reference note, placed within the text of a work, directs readers to a "Works Cited" list at the end of a paper. The text reference usually includes an author name and the location (*page*) of the information in the text being cited.

Place the citation directly after the quotation or paraphrase. When citing a paraphrased source, place the citation before a comma if within the sentence, or before the end period.

Example: In the late Renaissance, Machiavelli contended that human beings were by nature "ungrateful" and "mutable" (124) and Montaigne thought them "miserable and puny" (127). Include only the author's last name and the page number(s) in parentheses at the end of the sentence (Smith 145).

If more than one work by the same author is cited, use the author's last name, key words from the title, and page number(s) in parentheses (Smith Journey Home 145).

Use the name of the source as listed on the works cited page if no author or editor is credited (Experimental Psychology 296).

If the author's name appears in the same sentence as the cited material, include only the page number(s).

Do not use commas within a citation.

Examples:

Native peoples have little to lose by adopting these practices (Johnson 37).

Viviano sees advantages in this line of defense (146).

For more in-depth information or instruction on citing sources not covered in the Quick Reference Guide, refer to the MLA Handbook for Writers of Research Papers. A copy is on reserve in the GRHS Library (808.02 GIB).

APA STYLE REFERENCE GUIDE

Works Cited Entries

Put all entries on a separate page under the title "References" at the end of the paper. The first line of each entry should be flush with the left margin, with all following lines indented.

Double space. (*To save space, the citation examples are shown single spaced*)

Use one space after all punctuation.

When citing book titles and article titles, capitalize only the first word of the title and subtitle, if any, and any other proper nouns.

The date of the publication is always in the second item in the entry; if the author is unknown or unlisted, the article title would appear first, followed by the date.

Books

Author's or editor's last name, first name, initials. (Year of Publication). *Book title*. City of publication. (*include the state or country if the city is not a major, well-known city*):Publisher.

No author or editor listed, or author, anonymous:

(Do not use the abbreviation Anon; use Anonymous only if that appears in the work as the author.)

Experimental psychology. (1938). New York: Holt.

Anonymous. *Go Ask Alice*. (1971). Englewood Cliffs, NJ: Prentice-Hall.

Author, one:

Kramer, B. (2000). *Trailblazing American Women*. Berkley Heights, NJ: Enslow.

Authors, to or more:

Johansen, B. E., & Grind, D. A., Jr. (1997). *Encyclopedia of Native American Biography*. New York: Da Capo Press.

Editor:

Torr, J. D. (Ed.). (2001). *Genetic Engineering*. San Diego: Greenhaven Press.

Encyclopedia Articles:

Dickinson, R. E. (1998). Norman conquest. In *The World Book Encyclopedia* (Vol. 14, pp. 455-456). Chicago: World Book.

Folk Music. (1997). In *Encyclopedia Americana* (Vol. 11, pp 498j-498l). Danbury, CT: Grolier.

Periodicals

Author's last name, initials. (Date of Publication). Title of article. *Magazine or Newspaper Name*, Volume number, pages. (Do not use p. or pp. for magazine articles; use pp. for newspaperarticles)

Magazine articles:

The New Label Logic. (2002, October). *Health*, 144.

Lorch, D. (2002, September 2). Following freedom's trail. *Newsweek*, 34-37.

Newspaper articles:

Gordon, G. (2002, October 1). Moussaoui trial delayed for second time. *Star Tribune*, p. A5.

Electronic Sources

CD-ROMs:

Spiders. (1996). Grolier's New Multimedia Encyclopedia [Computer software]. Danbury, CT: Groliers.

Articles from on-line databases:

Follow the form given above that corresponds to the original format of the work (Magazine article, newspaper article, etc.); add the date of retrieval and the name of the database.

Author's last name, initials. (Publication Date). Title of article. *Article's Original Source* (magazine, journal, or newspaper), volume number (if available), pages. Retrieved date article found, from Name of database.

Gale Group Databases (Infotrac, Contemporary Authors, etc.);

(*There are 10 separate databases in this group. All would be cited in the same format.*)

Hazynes, K. (1993, April). Maya Angelou: Prime-time Poet. *Ebony*, 68-71. Retrieved February 5, 2002, from Infotrac database.

Electric Library:

Walker, P. A. (1995, October 1). Racial protest, identity, words and form in Maya Angelou's 'I know why the caged bird sings.' *College Literature*, 22, 91. Retrieved February 5, 2002, from Electric Library database.

World Wide Web:

Last name, initials of person who created the site, if given, or name of any organization associated with the site. *Title of Site* (or description, such as Home Page). Retrieved date article found, from network address (no period follows the internet address)

Central Intelligence Agency. *CIA world Factbook: Cambodia*. Retrieved June 12, 1998, from <http://www.odci.gov/cia/publications/factbook/country-frame.html>

Encyclopedia Britannica. *Britannica On-line*. Retrieved March 29, 1997, from <http://eb.com:180>

Lancashire, Ian. HomePage. Retrieved May 1, 1997, from <http://www.chase.utoronto.ca:8080/~ian/index.html>

Parenthetical Documentation

A citation reference note, placed within the text of a work, directs readers to a "References" list at the end of a paper. The text reference usually includes an author name and year of publication.

Place the text reference directly after the quotation, or in the case of a paraphrase, at the nearest pause in the text, usually before a comma or the end of the sentence, before the period.

The in-text citation should include only the author's last name (if there are two, always include both) and year of publication, separated by a comma, and should be enclosed in parentheses: (Smith, 1991) or (Smith and Johnson, 1991).

If the author's name appears in the same sentence as the cited material, only include the year of the publication and place it following the author's name: "Johnson (1991) stated that..."

Use the name of the source as listed on the references page if no author or editor is given: (Experimental Psychology, 1990).

Examples:

Native peoples have little to lose by adopting these practices (Johnson 1991).

Viviano sees advantages in this line of defense (1987).

Interviews

Because unpublished interviews do not provide recoverable data, they are not included in the reference list. Include a parenthetical citation in the text.

T. K. Lutes [appearing in the preceding sentence] (personal communication, April 18, 2001)

(V. G. Nguyen, personal communication, September 28, 1998)

For more in-depth information or instruction on citing sources not covered in the Quick Reference Guide, refer to the APA Publication Manual of the American Psychological Association. A copy is on reserve in the GRHS Library.