Welcome to Irondale High School!

“A Community Focused on Learning, Respect, Opportunity, and Pride in Achievement.”

It is our pleasure to provide you with this handbook and it is our hope you will use this handbook and planner as a tool to help guide you toward involvement, success, and great accomplishments at Irondale.

Irondale has been recognized for curricular offerings and we are proud of the wide array of co-curricular offerings as well. You are encouraged to take advantage of all the opportunities that await you at Irondale.

A safe and respectful environment is essential for a positive and productive experience at Irondale. Through a shared sense of responsibility, we can accomplish this goal together.

This handbook contains important school and district policies and guidelines. The information presented is to help all students, parents, and guardians know and understand their school. You are responsible for the information contained in your handbook. Please read this handbook carefully and keep it handy for reference throughout the year.

To view the handbook online, go to: http://www.moundsviewschools.org/irondalestudenthandbook
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SCHOOL CLOSINGS OR LATE STARTS
Announcements regarding school closings or late starts due to inclement weather or hazardous conditions will be delivered via a Mounds View Messaging phone message, accompanied by an email and text message. Most announcements will come within 30 minutes of a determination to close schools. Information will also be posted at www.moundsviewschools.org and updated on a recording at 651-621-7669 (SNOW). Families may also access local television and radio outlets, however no guarantee is made that media will share our information or deliver it in a timely manner. Families are encouraged to keep their contact information up-to-date with their children’s schools to ensure receipt of voicemail and email messages. Families should always assume that schools are open unless they hear differently.

AUTOMATED PHONE MESSAGES
On occasion, Mounds View Public Schools will send voice mail messages to families. These notifications may include news about school closings, helpful reminders or announcements, and notices regarding student absences and lunch account balances. Within the exception of emergency calls, all messages are sent to the family's primary phone number on record with the school. Emergency calls will often be sent to all of the family’s home, work and cell phone numbers provided to the school. Parents who wish to opt out can do so by sending an email message to webmaster@moundsviewschools.org with the phone number(s) they wish to be blocked.

The following policies and accompanying regulations are referenced in this handbook. To view these policies and accompanying regulations or other policies and regulations in their entirety log on to: the District’s home page at www.moundsviewschools.org and find the School Board’s web page. The policy page is located at www.moundsviewschools.org/sb_policies.asp. They are under the title of Policy-Ends and Goals or Regulations-Ends and Goals.

EQUAL OPPORTUNITY (Policy and Regulations EG-3111)
Mounds View Public Schools will provide equal opportunity for all students and staff and will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status or public assistance, disability, sexual orientation, age, or other protected class status in compliance with State and Federal law. Contact the District Title IX Officer, Assistant Superintendent John Ward at 651-621-6005 or john.ward@moundsviewschools.org.

STUDENTS WITH DISABILITIES
Mounds View Public Schools is committed to providing all students with an opportunity to be successful. This commitment is consistent with Minnesota Rule 125A.55 Accommodating Students with Disabilities Act which states that: “A school or school district shall provide a student, “who is an individual with a disability,” under Section 504 of the Rehabilitation Act of 1973, United States Code, Title 29, Section 794, or under the Americans with Disabilities Act, Public Law Number 101-336, with reasonable accommodations or modifications in programs.” Contact Bev Zelinski Director of Student Services 651-621-6038.

TRANSPORTATION (Policy and Regulations EG-0103)
Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

STUDENT ACHIEVEMENT/CURRICULUM AND INSTRUCTION (Policy and Regulations EG-1100 to 1104 and EG-2101)
Mounds View Public Schools will seek to fulfill the Mission Statement, and strive to fully develop the learning potential for all learners and will be accountable for the measurement, assessment and achievement of student learning. Instruction will be based on sound pedagogy, approved Learner Outcomes and will be modified by evaluation of student achievement. Curriculum and
instruction must: Actively engage students in learning; Deliver essential Learner Outcomes; Challenge students to meet high standards of achievement; Assure that all students possess core knowledge. Specific academic programs include: Graduation Requirements EG-1102, Credit for Learning Reg. EG 2101, etc.)

**HEALTH AND SAFETY (Policy and Regulations EG-3102, 3103 and 3106)**
Mounds View Public Schools will provide and promote an environment that is healthy and safe for staff, students and the public. The physical environment and facilities will be established and maintained in accordance with widely accepted standards and practices for use of facilities, and all applicable State and Federal Laws. All individuals, students, staff, parents and the public who are in district facilities are expected to conduct themselves in a manner that is not disruptive or hazardous to the health and safety of self and others, and must not break any laws. Conduct which violates the expectations above will be regulated by the District and could result in loss of privilege to access a facility or school site. A comprehensive School Safety and Crisis Response Plan will be maintained by the School District and individual school facilities.

School personnel are mandatory reporters under the Maltreatment of Minors Act, Minnesota Statutes 626.556 et al. We are required to report to child welfare authorities if we know, or have reason to believe a child is being physically or sexually abused or neglected.

Students who are on medications or are suffering from communicable disease or illness will be treated according to applicable State and Federal law.

**STUDENT CONDUCT (Policy and Regulation EG-3101)**
Student conduct must not be disruptive, hazardous to the health and/or safety of self or others, or break any laws.

**SAFETY AND CRISIS RESPONSE (Policy and Regulation EG-3103)**
Mounds View Public Schools will develop and maintain a comprehensive School Safety and Crisis Response Plan and system for school-sponsored activities as defined:

- **School-Sponsored Activity**: School-sponsored activities include all activities scheduled and supported by the Mounds View Public Schools. Examples include regular classes, interscholastic athletic and fine arts events, intramural programs, classes sponsored by Community Education.
- **Non-School-Sponsored Activities**: Park and Recreation, community groups, non-residents, commercial enterprises, PTO and PTA groups whose programs schedule and utilize Mounds View Public Schools’ facilities through Community Education are not school-sponsored activities.

The Plan and system will identify and:

- Define actions to be taken by staff and school administration to minimize potential risk of harm to persons utilizing individual buildings for school-sponsored activities.
- Assure communication between school administration and local law enforcement regarding preventive safety strategies and crisis response plans.
- Assure easy identification of authorized presence of individuals in schools.
- Provide for periodic updating procedures relative to school safety.

**STUDENT RIGHTS AND RESPONSIBILITIES (Policy and Regulation EG-3109)**
Mounds View Public Schools will maintain a respectful and safe learning environment that appropriately balances student rights with expectations for student behavior. Procedures will be consistent with State and Federal laws defining student behavior expectations as well as potential consequences.

**HARASSMENT, INTIMIDATION, VIOLENCE AND OTHER FORMS OF PERSONAL ATTACK (Policy and Regulation EG-3104)**
Mounds View Public Schools will maintain a learning and working environment that is free from hazing, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, intimidation or violence. Procedures will be developed consistent with
Minnesota Statutes 121A.03, 121A.0695 and 363.01 to 363.15 to ensure this environment. Consequences for disruptive, harassing, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, violence, hazing and other forms of personal attack apply to any format. This includes but is not limited to, physical contact, art work, unauthorized use of photographs, use of words, text messages or other written materials, use of the internet or other electronic communication formats such as social networking pages, etc. Contact the District Human Rights Officer, Assistant Superintendent John Ward at 651-621-6005 or john.ward@moundsviewschools.org.

MINNESOTA SAFE SCHOOLS INITIATIVE–BULLYING (Policy and Regulation EG-3107)
Mounds View Public Schools will maintain a learning environment that is free from student to student bullying. Procedures will be developed pursuant to Minnesota Statutes121.031. It will be a violation of EG-3107 for any student to engage in bullying or cyberbullying of another student at school or outside of school if that bullying causes a substantial disruption in the normal activities of the school day. Individual schools are charged with educational initiatives which support positive and respectful student conduct that is consistent with this policy and regulation. Contact the District Human Rights Officer, Assistant Superintendent John Ward at 651-621-6005 or john.ward@moundsviewschools.org.

PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy and Regulation EG-3110)
Mounds View Public Schools will abide by all applicable State and Federal law regarding data privacy of student and employee records. Procedures will be consistent with State and Federal law to ensure the privacy of these records. An annual notice will be provided to all parents and guardians with regard to this policy and accompanying procedures.

CRIMINAL BACKGROUND CHECKS
The Mounds View Public Schools performs criminal background checks on all employees including coaches and advisors and volunteer coaches and advisors. Mounds View Public Schools may deny employment or volunteer opportunities if anything should appear on the background check or if an applicant fails to disclose the existence of a criminal record where one is present. Contact the District Data Practices Compliance Official, Assistant Superintendent John Ward at 651-621-6005 or john.ward@moundsviewschools.org.

USE OF TECHNOLOGY – STUDENTS (Policy and Regulation EG 2104)
The use of technology by students will be in compliance with Mounds View Public Schools regulations and applicable State and Federal laws.

The use of personally owned and school owned electronic devices on school grounds or at school supervised events, while encouraged, is a privilege, not a right. The use of these devices will be governed by the restrictions and acceptable use paragraphs of this policy and all other District policies and regulations and all applicable laws. The Superintendent or his/her designee shall be responsible for the establishment of regulations and procedures to carry out this policy. The District may revoke the privilege to use this equipment for students who violate these policies and regulations or any applicable laws. In addition, the District may take disciplinary or legal action against students who violate these Policies and Regulations or any applicable laws.
FACULTY

ADMINISTRATION
Janecek, Amy
Peloquin, Breanna
Roberts, Maria

ART
Cannon, Julie
Hart, David
Karle, Lauren
Krohn, Scott

BUSINESS ED
Tschida, Jon
Waite, Diane

CAREER ED/BRAVO
Stanek, Beth
Zappa, Angie

ESL
Slayhi, Qurina

FAMILY SCIENCES
O’Donnell, Mary

MEDIA CENTER
Blechert, Aaron

LANGUAGE ARTS
Bosneag, Maggy
Clemson, Nikki
Corey, Sara
Cousins, Drayton
Coyle, Bryan
Gustafson, Cheryl
Haagenson, Cassie
Hall, Scott
Johnson, Heather
McCoy, Michaela
Niebur, Maggie
Schned, Molly
Snider, Lori
St. Martin, Bill
Vanney, Lindsey

MATH
Arueya, Sandra
Butler, Andrea
Dahlke, Sarah
Dressel, Alicia
Hofland, Chad

Keirstead, Anne
Kountz, Jocelyn
Kronschnabel, Robert
Larson, Mike
Moreland, Kirsten
Richter, Lexi
Scardigli, Matt
Young, Rebecca

MUSIC
Arnold, Rosa
Etten, Jason
Sucha, Bill

PHYSICAL ED
DeMars, Jon
Olson, James
Peterson, Molly
Smith, Diane

SCIENCE
Abeln, Andrea
Erickson, Pete
Eshenaur, Hannah
Ludwikowski, Dustin
Merva, Kate
Parent, David
Sande, Mary
Scardigli, Christina
Sisel, Jordan
Tripp, Meghan
Wentzel, Anne

SOCIAL STUDIES
Ackerman, Tim
Anderson, Sarah
Burtness, Eric
Duffy, John
Franta, Tom
Jenson, Annie
McLean, Shannon
Paulson, Annie
Rodefeld, Tom
Roisum, Gena
Rosivach, Rich
Schield, Branden
Stiles, Angel
Walseth, Mike
Yff, Alyssa

STUDENT ACTIVITIES
Fink, Chris

SPECIAL ED
Bernarde, Mark
Dooley-Jesso, Lane
Foley, Brenda
Fuller, Ben
Gehring, Erika
Hyatt, Andy
Jeske, Lynn
Koegel, Juliet
Lee, Dahsol
Powers, Claudia
Satchel, Anthony
Shaw, Diane
Zurn, Hannah

SPEECH & HEARING
Goudy, Meijie
Landwehr, Jane

STUDENT SERVICES
Bjork, Deb
Branham, Chelsey
Coulson, Morgan
Craig, Cristin
Hatalla, Sarah
Hillman, Kevin
Hollett, Jason
Kidd, Ray
Markas, Renee
Moren, Jennie
Muhumed, Nawal
Sparrow, Mary Ellen
Werner, Michael

TECHNICAL ED.
Ahlers, Mark
Bussjaeger, Jason

WORLD LANGUAGE
Chirhart, Ellen
Hallenberger, Jill
Johnson, Brian
Mester, Christopher
Sweeney, Hope
Wall, Christine
Wegner, Liya
ACADEMIC INFORMATION. ........................................

ACADEMIC HONESTY
Mounds View School Board Policy EG-3109 Student Rights and Responsibilities:
Academic honesty is required to ensure an accurate measurement of a student’s academic knowledge. The Mounds View School Board expects that students will achieve success with integrity. Academic dishonesty impairs a true showing of academic achievement. Substantiated reports of academic dishonesty will result in appropriate consequences as defined in accompanying regulations and in student handbooks. Examples of academic dishonesty include, but are not limited to: theft and use of tests; use of crib sheets or other cheating devices on an exam; plagiarism or representation of a substantial piece of work as one's own without proper attribution. This policy applies to all manner, including the most current technological advances, systems, or equipment, that may be utilized for the purposes of academic dishonesty.

Academic dishonesty will be considered a behavioral infraction. The following guidelines will be utilized when a violation of academic honesty occurs:
● consequences will commensurate with the severity of the incident
● consequences cannot prevent growth and development or an accurate measurement of student achievement
● measures will be sought to determine why the academic dishonesty occurred
● students will be required to provide a written explanation of behavior
● students in violation of this policy will not escape the performance indicator; student knowledge will still be measured within an agreed timeframe set by teacher, dean, and student
● additional consequences may include:
  - re-examination of content; repeat of project, paper, or activity
  - possible reduced score/grade not to prevent achieving a level of proficiency
  - other measures identified in Mounds View School Board Policy EG-3109: Student Rights and Responsibilities
  - multiple offenses may result in loss of credit, to be determined by building principal

ACADEMIC LETTERING (based on weighted GPA)
Criteria:
● adherence to behavior standard already established by the MN State High School League for athletics, arts, and music
● Cumulative Grade Point Average
  Seniors.......................3.666
  Juniors.......................3.766
  Sophomores.............3.833
• determination of award winners made after the first semester of each school year

Awards:

**First award:** Irondale Academic Letter
**Second award:** Irondale Academic Certificate

An awards presentation will be held to give out letters and certificates.

### CLASSROOM EXPECTATIONS

Teachers will provide a written copy of their academic and behavioral expectations to each student at the beginning of a semester. New students will be provided a copy the day they enter the classroom.

### GRADING SYSTEM

Irondale uses a 4.0 grading system. Students achieving a GPA of 3.333 or better are considered honor roll students for that semester. Advanced Placement (AP) courses with a grade of “C” or better will carry a weighted grade. The weighted value will be 1.25. All transcripts will reflect a weighted and unweighted GPA.

#### Grade equivalents for 1.0 credit are:

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<thead>
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<th>GrUnWtd</th>
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<th>Wtd</th>
<th>GrUnWtd</th>
<th>Wtd</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>C+</td>
<td>2.333</td>
<td>2.916</td>
<td>D-</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>4.584</td>
<td>C</td>
<td>2</td>
<td>2.500</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>4.166</td>
<td>C-</td>
<td>1.667</td>
<td>2.084</td>
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<tr>
<td>B</td>
<td>3</td>
<td>D+</td>
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<td>1.666</td>
<td>U</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>3.333</td>
<td>D</td>
<td>1</td>
<td>1.250</td>
</tr>
</tbody>
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### GRADUATION REQUIREMENTS

Students graduating in 2019 must have obtained 22 credits. A senior who is short no more than one (1) credit (21) may be allowed to participate in the graduation ceremony. Seniors must also have passed all required MN State Graduation exams.

### HONOR ROLL - Cumulative

Irondale High School is proud of its academic standing and achievements. To qualify for the Semester Cumulative Honor Roll, students must achieve a **weighted** minimum Cumulative GPA of 3.333 to qualify for Cumulative Honor Roll. **NOTE:** Violation of the Academic Honesty Policy may result in loss of honor recognition.

Cumulative Honor Roll Award:

- Irondale t-shirt and certificate at awards presentation.

Improved Grade Point Average Award:

- Criteria - Grades for the first semester improve .666 over cumulative GPA
- Awards - Irondale t-shirt and certificate at awards presentation
REGISTRATION
A Registration Guide with course descriptions is issued to students in grades 8 - 11 prior to registration. Registration for courses for the next school year takes place during the month of February. Each student is required to register for six classes each semester.

Students applying for an Independent Study Course must have a minimum cumulative GPA of 3.0 and follow the process as defined in Student Services.

REPORT CARDS
Report cards are available twice a year, at the end of Semester 1 and Semester 2. They will not be mailed out. An electronic version will be posted to ParentVue. If you would like to a paper copy, please contact student services at 651-621-6825.

Student’s progress may be checked at anytime during the semester. Teachers will keep progress updated regularly. Parents and guardians will have access to these updates through ParentVUE.

 SENIOR HONOR STUDENTS
Senior “Honor” Graduates are identified from the first semester cumulative grade point average.
- “Highest Honors” status: weighted GPA of 4.000 and higher
- “High Honors” status: weighted GPA of 3.667 – 3.999
- “Honors” status: weighted GPA of 3.333 – 3.666
Honorees are recognized at a special program in the spring and at commencement.

STUDENT RECOGNITION: A KNIGHT TO KNOW
Criteria:
- Nominated by a faculty member
- Nominations are based on:
  - service to the school
  - involvement in school activities
  - demonstrates 12 Habits of Mind for Post-Secondary Success
  - activities outside of school
Awards:
- Knights to Know will have their pictures placed in a trophy case
- Postcard sent home to parents
- Certificate of Recognition

TEXTBOOKS
Textbooks may cost from $20.00 to over $100.00 and are expected to be used for six or seven years. Students are not charged for their use, but fines are assessed for lost and/or damaged books. The system for assessing damages is:
Torn or missing pages, dog-ears, mutilation or writing in books (*includes ink spots, initials marked on covers, holes in covers, etc)*... 5.00 to value of book
Broken covers ........................................................................................................ 10.00 to value of book
Broken binding ....................................................................................................... 10.00 to value of book
(one that can't be re-glued or repaired without rebinding)
Lost book................................................................................................................... replace value of book

GENERAL INFORMATION. .................................................................

ANNOUNCEMENTS
Announcements are available in written form via Daily Announcements and accessed via the Irondale web site (www.moundsviewschools.org/irondalenewsletters). Written copies of Daily Announcements are available in the Attendance Office for students who miss announcements. Students are held responsible for information contained in the announcements and bulletins.

CAFETERIA
Account deposits can be left in the black collection box in the main hall, by the water fountain, or the cafeteria serving area. Deposits must be made by 9:15am to be credited to lunch accounts by lunchtime. Check deposits: name and PIN on the memo line. Cash deposits: placed in envelope with name, PIN, and amount written on SEALED envelope. Lunches cannot be charged at the secondary level. Report lost PIN numbers to Student Services immediately.

Expected Behavior in the Cafeteria
● enter and leave the cafeteria by the designated doors only
● quickly select the serving line desired
● food and beverages may not be taken out of the cafeteria
● tables, chairs, and floor should be left in a clean condition
● return trays to dishwashing windows and dispose of trash properly
● be respectful of self and others
● under no circumstances should anything be thrown when in the cafeteria
● remain seated at a table until the end of lunch

*Irondale H.S. does NOT have open lunches.  Students must remain on campus during lunch.*

**Students should not have food delivered by outside vendors during the school day.

CONTACTING A STUDENT DURING THE SCHOOL DAY
We ask that a student only be contacted during the school day for extreme emergencies (such as family illness, death, or parent being called out of town). If a death or emergency illness is involved, contact the student's dean or associate principal. Other emergency calls will be processed by the attendance office.
LEARNING LAB
The Learning Lab staff offers individual help for students in the core subject areas: language arts, mathematics, science, and social studies. During class time, students need to ask a dean for a pass.

LOST AND FOUND/THEFT
Check for lost and found items in the Attendance Office. The school is not responsible for items lost or stolen; however, students should report lost items or a theft to the Attendance Office. Students will be asked to complete a theft report, which will aid in the investigation.

MEDIA CENTER (IMC)
The IMC serves the entire school community, students, teachers, and classes by providing a central location for research and information retrieval in a quiet environment. Available resources and services include:
- books, magazines, and reference materials for checkout
- computer research stations with access to Internet and subscription databases
- professional reference desk staff trained in information retrieval and education

Policies and Procedures
- ALL students, including teacher assistants, must sign in at the front desk, and should have a pass unless entering with a class.
- Lunch periods may be spent in the IMC for study, if space is available.
- Students must use time productively and be respectful of others working in the IMC.
- Students may enter the media center after school until 3:35pm. Any students who wish to enter the media center after 3:35pm should have a pass from a staff member or coach.

The Media Center enforces the district’s Technology Acceptable Use Policy and the Copyright Policy.

PLEDGE OF ALLEGIANCE
Anyone 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 per MN Statute 121A.11.

POSTERS, PICTURES, ANNOUNCEMENTS
Posters, pictures, and similar material must have the administration’s authorization before being posted or distributed. All posters must be posted on the designated bulletin boards, which are installed in various areas throughout the building. NOTE: Special blue painters tape must be used when taping materials to the walls.

PROTECTIVE DRILLS
Severe Storm Drills
- drills and warnings will be announced over the intercom
• teachers will take classes to assigned shelter areas
• students remain together as a class and stand against wall
• in case of an actual severe storm, students are to sit on the floor and cover their heads for protection
• no talking - silence is necessary to hear announcements

Fire and Safety Drills (School Evacuation)
• fire drills will be conducted throughout the school year
• students are required to leave the building
• students are to remain together as a class
• teachers will lead students to assigned exit, walking in an orderly manner at a rapid pace
• once outside, students should move 100 feet away from school
• coats and books should be left behind
• students are not to leave school grounds during an evacuation unless directed to do so

Lockdown Drills
Five lockdown drills will be conducted throughout the school year.

False AED (Defibrillator) Alarms
Opening an AED cabinet may result in a fine and referral to the school resource officer.

False Fire Alarms/False 9-1-1 Calls
False alarms/calls constitute sufficient disruption of the educational process to merit immediate suspension and/or a fine. Violators may also be charged with a misdemeanor in keeping with state law.

SCHOOL STORE - DECA KORNER STORE
A school store, DECA Korner Store, is located in Room 106. Managed and operated by Marketing students/DECA members, the school store provides a service to the Irondale community, as well as a lab experience for Marketing students.

The store carries Irondale clothing and school supplies. Store hours are 8-8:20am Monday through Friday. After school hours will be posted outside the school store. Other times are available upon request. The Korner Store customers will be able to shop online and buy on credit. Please contact Diane Waite, Korner Store Advisor, at 651-621-6931 or diane.waite@moundsviewschools.org for further information.

SECURITY CAMERAS
For safety and security reasons, surveillance cameras are located in various places on the Irondale campus. Tampering with these cameras will be addressed as a serious breach of school security. Evidence gained through the use of these cameras will be used to determine if school policies have been broken and if consequences would be warranted.
STUDENT CELL PHONE and HEADPHONES POLICY

All electronic devices should be turned off during class time, unless permitted by the teacher and used for educational purposes. Any use of technology during the school day or during school activities which causes a disturbance, distraction, or disrupts the educational process is forbidden and will fall under District Regulation #3109. **NOTE: A telephone is available for student use outside the Attendance Office. This phone is for use before or after school or during the student’s lunch period.**

- first offense - Verbal Warning by teacher; documented by teacher
- second offense - Phone call home by teacher; documented by teacher
- third offense - Phone is turned into teacher; teacher contacts home; documented by teacher
- fourth offense - Written referral to dean of students
- fifth offense - Student’s phone is turned into attendance office for remainder of day; future incidents may result in individualized behavior plan

Access to the District’s Wifi System is a privilege. The District may revoke the access of any user who violates any District policy or applicable law. In addition, users are prohibited from using the District System or personal electronic devices to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or which are intended to promote or incite violence against a person or property. Any electronic recording, including audio and visual, of staff or students is not allowed without the express written permission of those being recorded (District Regulation EG-2104).

TOBACCO FREE DISTRICT
The use of tobacco in any form by students, and adults alike, is prohibited **in or on all District property.** Possession and/or use of tobacco in or around school property by students, even though eighteen years or older, is illegal under MN State Law 609.685 and reinforced by School District Regulation EG-3105. Also, see section on School/Rules and Enforcement.

VISITORS
Adults and/or Previous Students - Visitors MUST check in at the Information Desk and show a valid ID. This includes former Irondale students and students who moved from Irondale this year. Parents or legal guardians who wish to see staff members are to call ahead to schedule a meeting time and check in at the Attendance Office.

WITHDRAWAL FROM IRONDALE
A student must have his/her parent or legal guardian’s permission to
withdraw from school. The student must check out through Student Services and will be asked to complete a withdrawal form, return books and materials, and settle any outstanding fines/obligations.

REGULATIONS, RULES, AND PROCEDURES. . . . . . . . . . . . . . . . . . .

ATTENDANCE
Reporting an Absence
A parent/guardian is to call the Attendance Line (651-621-6801) before 10am each day the student is absent. You may call the Attendance line 24 hours a day.

If no contact has been made with the Attendance Office prior to student's return to school, the parent/guardian must send a signed note to school with the student's name, grade, date(s), and reason(s) for the absence. Failure to bring in a note may result in an unexcused absence.

Excused Absences (per District Regulation EG-3109)
Full day excused absences are those excused by both the school and parents:
- Illness – excused with phone call or note
- Family Emergency – excused with phone call or note
- Religious Holiday – excused with phone call or note
- College Visitation – excused with parent pre-approval

Partial day excused absences are those excused by both the school and parents:
- Medical, Dental, and/or Professional Appointments – every effort should be made to schedule appointments outside the school day. If this is not possible the student should:
  - submit a note to the Health Office to obtain a Medical Appointment Pass
  - have the Medical Appointment Pass signed by the medical person seen and return the pass to the Attendance Office upon returning to school
- Illness or Injury during the School day – student must check out through the Health Office
- Emergency during the School day – student must check out through the Attendance Office

Absences from school will be categorized in one of three ways: Excused, Unexcused, or Parent Approved
- Excused absences are those absences which both the school and the parent/guardian approve. Examples include: illness, doctor and dentist appointments, family emergencies, and state required court appearances.
• Unexcused absences are those absences which are approved by neither the school nor the parent/guardian. In addition, the following absences are unexcused regardless of whether they are approved by the parent/guardian: class time missed due to car trouble, missed buses, rumored skip days, leaving school at any time for any reason without notifying the attendance office or nurse's office, and any absence the principal feels would be clearly detrimental to the continuing education of the student.

• Parent approved absences are those absences which are approved by the parent/guardian but unapproved by the school, i.e. vacations, hair appointments, driver's license exams, etc.

• Procedures regarding absences:

  **Step 1:** (5) Excused absences:
  - A **phone call** informing parent(s)/guardian(s) of policy for health letter
  
  **Step 2:** (10) Excused absences:
  - **Meeting with student, dean, and attendance team** designee to determine whether the family will receive a health letter authorizing the school to seek verifications for absences
  
  - **The Health Letter requires the parent/guardian** to...
    - provide written verification from a medical professional that the student was **too physically ill to attend school on the day(s) of absence(s)** OR
    - send the student to school to be checked by the Healthcare specialist and released home if ill.

  **SAM Referral Procedures for Secondary Aged Students**
  
  **Step 1:** 3 Full or Partial Days Unexcused Absences or 5 tardies
  - School/Parent Intervention
    - school meeting with the student
    - mandatory parent contact via attendance alert letter
  
  **Step 2:** 5 Full or Partial Days Unexcused Absences or 10 tardies
  - referral to SAM parent meeting
  - letter informing parent/child of meeting sent from Ramsey County Attorney's Office (RCAO)
  
  **Step 3:** 7 Full or Partial Days Unexcused Absences
  - school sends second letter to parents that include notification of the need to develop an In-School Contract and the identification of other school interventions to deal with attendance
  - administrative conference with parent, student, and attendance team member to develop and implement In-School Attendance Contract
  
  **Step 4:** 10 Full or Partial Unexcused Absences
  - referral to SAM Student Attendance Review Team (SART)
  - attendance team member assigned to interview parents, if not already completed
  - review of student's records to identify issues and interventions, if not already completed
  - weekly attendance report sent to parents/or phone call to parents
Step 5: Continued Absences

- If the student's attendance does not improve after the SART hearing, they may be referred for a Petition to Court for Educational Neglect or possibly a second SART hearing.

Tardiness

Any unexcused tardiness, which results in a student missing more than 15 minutes of the period, will be reported by the teacher to the attendance office as an unexcused absence. Procedures regarding unexcused tardies:

**Step 1:** (3) Tardies to the same class:

- Warning communicated to student
- Phone call by teacher informing parent(s)/guardian(s)

**Step 2:** (5) Tardies to the same class:

- Phone call AND e-mail to parent from attendance designee
- Referral for detention (one hour)

**Step 3:** (10) Tardies to the same class:

- Referral to detention (two hours)

**Step 4:** (15) Tardies to the same class:

- School Attendance Contract with dean of students and attendance designee
- Weekly attendance report sent to parents from dean of students

**Step 5:** (30) Tardies to the same class OR (50) cumulative tardies:

- Administrative conference with parent(s)/guardian(s), student, attendance team member, dean and AP to review of student’s records to identify issues, interventions, and establish highly individualized consequences.

Grades/Credit

Excused and unapproved absences will not arbitrarily result in reduction in grades, but failure to complete work will usually affect grades. Students and/or parent or guardian are responsible for requesting make-up work for each day’s absence. Students will be allowed two school days make-up time for each day of excused absence, with the exception of long-term assignments of 10 or more school days. Long-term assignments will be due the day the student returns to school. These times may be extended at the discretion of the teacher. Students will be allowed one day to make up work in the case of unapproved absences.

Teachers are responsible for providing assignments after student or parent/guardian request.

Activity Participation

A student must be in attendance a full day in order to be allowed to participate in after-school activities that day. Excessive tardies will also affect after school activity participation. Partial school attendance requires advance approval by Activities Director.
State Tournament Attendance Procedures
Students can be excused from school to attend “AA” State Tournaments only. The Principal and Athletic Director will establish a release time during the day.

- Regional and State Tournaments with an Irondale team in competition, fans will be excused following these procedures:
  
  A parent/guardian note or call will be done through the Attendance Office. Notes will be accepted after school on the day before the event, or prior to first hour on the day of the event.

- Regional and State Tournaments with no Irondale team in competition or with an individual team member in competition, fans are not excused from school. The procedure to attend the event is:
  
  Prior to the tournament, a parent/guardian must call or bring a note to the Attendance Office.

BUS TRANSPORTATION
Bus Transportation is a service provided by this school district. It should be considered a privilege. Deliberate violation of bus safety rules may result in the loss of bus privileges.

Only students with bus passes are allowed to ride the bus. Students must get on and off the bus at the address listed on their bus pass.

The Mounds View School District is committed to providing safe and efficient bus transportation to eligible students. Students who ride the bus will be given copies of school bus safety rules. These rules are also posted on each school bus. All students who ride school buses are expected to follow the rules. Violations may result in disciplinary consequences. If criminal conduct occurs, local law enforcement officials and the Department of Public Safety may be informed.

Parents and students should be aware that most of the School District’s buses contain video recorders. School buses equipped with the video recorders contain a notice of the video recorder. The purpose of the video recorders is to monitor student conduct on buses, assist in the enforcement of school bus safety rules, and enhance school bus safety. When riding the bus, students should be aware that his or her actions and conversations may be recorded.

Activity Buses
- Activity buses are provided for students involved in Monday-Thursday after-school activities and/or academic support at 4:30pm.
- Dates and times are posted outside of the Attendance Office.
COMPUTERS, COMPUTER NETWORK, and INTERNET
EG-3109 Student Rights and Responsibilities
Misuse of, Damage, or Unauthorized Access to the District Computer System
The District System consists of all Mounds View Public Schools computers and communications equipment, including but not limited to: all computers, Internet access, electronic mail systems, voice mail systems, databases, network storage devices, facsimile machines, cable television system, and all other audio or video systems.

Use of the District System is a privilege and not a right. The District's System may only be used for appropriate educational purposes. In general terms, appropriate educational purposes include: school administration, classroom instruction, and educational research.

Student behaviors that may constitute misuse, damage, or unauthorized access include, but are not limited to the following: sending or receiving messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or which are intended to promote or incite violence against a person or property.

Students are prohibited from the following:
- using software that is designed to destroy data, provide unauthorized access to computer or communication equipment, or which would disrupt the District System in any way
- installing software without authorization on the District System
- doing anything which would degrade the performance of the District’s System including, but not limited to, deliberately disrupting a computer or the computer network
- forging, altering, or otherwise concealing the identity of the person sending messages or other forms of communication with the District System.

Damage to District System hardware is prohibited. Response to violation:
- Student access to the District System will be suspended or terminated.
- The student will be immediately suspended.
- Violation will be reported to local law enforcement for possible criminal prosecution.
- Damage to the District System will be repaired. Those repairs may include a thorough check of the security of the District System. Cost of the repairs will be the responsibility of the student and their family.
- After the investigation of the incident, appropriate additional disciplinary action, consistent with the Pupil Fair Dismissal Act, Minn. Stat. 127.27-.39, may be recommended to the Superintendent. This could include exclusion or expulsion.
The Mounds View Public Schools Student Server System is a resource provided to support the computing needs of the Mounds View Public Schools students. This resource is the property of the Mounds View Public Schools. All users must comply with policies and laws enforced by Mounds View Public Schools, local, state, and federal governments.

Student Server System Access is a privilege granted by Mounds View Public Schools. All users of this system must agree with the following:

- This system is intended to be used for educational/academic purposes only.
- Students are to use only the account created for them. At no time should a student ever log in using another user’s account.
- Students will be provided 150 MB of data storage from grade levels K-5, 200 MB from grades 6-8, and 250 MB of data storage from grades 9-12. Specific needs or requests for more storage space will be reviewed and approved by the Mounds View Public Schools Technology Department.
- Mounds View Public Schools Technology Department administrators have full access to any information stored on this system for the purposes of usage monitoring, system maintenance, and backups.
- No games, applications, or utilities are to be downloaded and stored within server folders.
- Any use of software or utilities that could affect the integrity or operation of this system is strictly prohibited.
- All student created data will be erased from the student server system at the end of each school year. Data will not be retained from year to year.
- Students will be notified at the end of the school year to backup any data intended to be kept by the student. All end-of-year backups will be performed by the student, with direction from staff if needed. CD-R media used for this purpose will be provided by the student/parent/guardian.
- Data backups will be performed on a daily, weekly, and monthly frequency. Daily backups will be retained for 2-weeks. Weekly backups will be retained for 1-month. Monthly backups will be retained for one semester.
- Backups will only be retained for a period of one semester, with the exception of year-long classes.
- Mounds View Public Schools will honor all copyrighted materials. Any MP3, AAC, or WMA files will be automatically removed from the server on a scheduled basis.

DISCIPLINE REFERRALS FOR INFRACTIONS

- teacher or other staff members will complete a written referral for attendance or general behavior violations
- student may be sent to the Learning Center or TRY Program
- student access to the system may be suspended or terminated
• possible referral to law enforcement
• restitution for any damage
• possible alternative placement

DISPLAY OF AFFECTION
Display of affection in school is NOT acceptable. Students are asked to refrain from intimate behavior (kissing, embracing, etc.). Teachers and other staff members are instructed to address students if their behavior is not acceptable.

DRESS CODE
Our values are:
• All students should be able to dress comfortably for school.
• Students should not face unnecessary barriers to school attendance.
• Students will be able to wear clothing that expresses their self-identified gender and religious attire without fear of discipline or discrimination.
• Students will refrain from clothing with offensive images or language (profanity, hate speech, pornography) and images or language depicting or advocating violence, guns, or the use of alcohol or other drugs.
• All students will be treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Basic Principles
Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school personnel.
• Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
• Shirts and dresses must have fabric in the front and on the sides (under the arms)
• Clothing must cover undergarments (waistbands and straps excluded).
• Fabric covering breasts, genitals, and buttocks must be non-transparent.
• Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight or any student or staff. Hoodies must allow the face and ears to be visible to school staff in the classroom.
• Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
• Specialized courses may require specialized attire, such as athletic wear or safety gear.

Students Cannot Wear:
• Violent language or images including guns or other weapons.
• Images or language depicting alcohol or other drugs (or any illegal item or activity) or the use of the same.
• Hate speech, profanity, or pornography.
• Images or language that creates a hostile or intimidating environment based on any protected classes as defined by Federal and/or Minnesota state laws.
• Visible underwear (waistbands and straps excluded).
• Bathing suits.
• Helmets or headgear that obscures the face (except as a religious observance or medical requirement).

DRUG DOGS
Through a cooperative effort with the New Brighton Department of Public Safety, the use of drug dogs may occur at anytime on Irondale property.

EIGHTEEN-YEAR OLD OR OLDER STUDENTS
All school correspondence shall be directed to a student’s parents/legal guardians, unless the school has on file formal youth emancipation papers endorsed by the Ramsey County Clerk of Court or a written statement by the parents/legal guardians stating the specific student is no longer under their care or supervision. The document or letter must be cleared with the principal. Without the above, a student may not write his/her own notes.

EXPULSION
Expulsion from school will be considered and used only for disciplinary infractions which risk harm to the student involved and/or other students. Due process will be carefully followed.

HALL PASSES
Valid passes are required of all students leaving their classroom, unless escorted by a staff member. EACH STUDENT MUST HAVE HIS/HER OWN PASS. Hall pass pages are included in the student handbook for this purpose. Students without valid passes will be escorted back to their classroom.

AFTER SCHOOL EXPECTATIONS
Irondale High School wants students to be connected to the building both during and after the school day in a positive and productive manner. This means participating in an after school club or activity, working with teachers, or accessing support in the media center.
• Students need to be in a supervised activity, classroom, or the library by 3:35pm.
• Students who need to transition to another teacher’s classroom or the library after 3:35pm need to have a hall pass.
• Students who are waiting to be picked up after school should wait for their ride in the front lobby.
• Students who are not engaged in a supervised activity after 3:35pm will be directed to wait for their rides or the activity buses in the front lobby.
SCHOOL STUDENT BULLYING POLICY (Minnesota State Statute 121A.031)

This section applies to bullying by a student against another student enrolled in a public school and which occurs:

- on school premises, at school functions or activities, or on school transportation
- by use of electronic technology and communications on school premises, during school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists
- by use of electronic technology and communications off school premises to the extent such use substantially and materially disrupts student learning or the school environment

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

- there is an actual or perceived imbalance of power between the student engaging in the prohibited conduct and the target of the behavior and the conduct is repeated or form a pattern; 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.

For detailed information, reference Minnesota State Statute 121A.031.

HARASSMENT STATEMENT (IRONDALE)

Harassment is the violation of the reasonable physical or psychological boundaries of another person. The boundaries of people vary, but if the action makes a person feel oppressed, persecuted, or intimidated, the conduct could be deemed harassment. Harassment is "in the eye of the beholder."

Harassment is always uninvited and unwanted. It causes discomfort and impacts behavior, performance, and psychological well-being. It can take the form of facial expressions, gestures, body position, posture, physical contact, comments, jokes, innuendos, accusations, labeling, teasing, taunting, bullying, and spreading rumors.

Individuals at Irondale High School have a right to feel comfortable and to be treated with respect. Also, harassment can interfere with a student's right to an education. Therefore, harassment will not be tolerated, and can lead to detention, assignments to the Learning Center or TRY Program, parent conferences, and/or court referrals.

Harassment offenses will also result in a violation of the MSHSL student code of conduct and appropriate consequences will be imposed.
HARASSMENT IS HARMFUL AND ILLEGAL

Sexual Harassment
Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment
- submission to or rejection of such conduct by an individual is used as the basis for a student to benefit from a caring, supportive relationship with a teacher or other employee

Sexual harassment may include but is not limited to:

- unwelcome verbal harassment or abuse
- unwelcome pressure for sexual activity
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- unwelcome behavior or words directed at an individual because of gender

Normal, courteous, mutually respectful, non-coercive interactions between individuals that are acceptable to both parties are not considered to be sexual harassment.

Racial Harassment
Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile, or offensive employment or educational environment
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
• otherwise adversely affects an individual's employment or educational opportunities

Religious Harassment
Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
• has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment
• has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
• otherwise adversely affects an individual's employment or educational opportunities

Disability Harassment
Disability harassment consists of physical or verbal conduct which is related to an individual's disability when the conduct:
• has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment
• has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
• otherwise adversely affects an individual's employment or educational opportunities

What to do if you are being harassed or bullied:
• Tell the harasser what your feelings are and that you expect the behavior to stop. **If this is too difficult to do alone, seek help from a friend, parent, teacher, nurse, dean/advisor, or administrator.**
• If the behavior is repeated or is a major offense, report the behavior to a dean or administrator. Reporting harassment or bullying will not affect grades or assignments. Both the reporter and the accused have the right to confidentiality.
• If you have reason to believe the behavior could compromise your safety, walk away from the situation immediately. Seek help from any teacher or someone in Student Services or the Attendance Office.
• After an investigation that proves the report true, a student will be subject to the discipline code, which may include suspension and/or police involvement. An adult will be subject to legal charges.
• Harassment offenses will also result in violation of the MSHSL student code of conduct and appropriate consequences will be imposed.

Mounds View Public Schools will maintain a learning and working environment that is free from hazing or violence of any type, including without limitation: disability, religious, racial, or sexual harassment or violence. Procedures will be developed consistent with MN Statutes 121A.03, 363.01 to 363.15 and District Policy EG-3104 to ensure a safe environment.
PARKING and PARKING PERMITS

Parking
- Handicapped - located in the large lot on the south side of the school
- Visitor - located on the west side of large south lot
- Student Parking
  - located in the south lot ONLY
  - parking by permit only (see “Parking Permits”) - Students are NOT to park on side streets and streets adjacent to the school property. Local laws regarding parking will be enforced by the New Brighton Police Department.
  - all vehicles are subject to search

Parking Permits
ALL vehicles parking in the school lot must have a valid Irondale parking permit affixed to rear view mirror of vehicle. Failure to do so may result in fines and/or towing or “booting” the vehicle.

Application Procedure:

Regular Yearly Permit: Students must complete the application and show their driver’s license in person. See the “Welcome Back to School” letter for dates, times, and other specifics.

Off-Campus Permit (includes Genesysworks, 916, and PSEO): Student must receive verification of status from program coordinator, then complete the application. Semester or yearly permit is valid as long as student is member of qualifying program.

Daily Permits: One-Day/Emergency Need Only
- Student must apply in Attendance Office. Cost is $2.00.
- Daily permits issued on first-come, first-served basis.

Permits MAY NOT be transferred or sold. Permit will be confiscated with NO refund if transferred or sold.

Fees:
  - Yearly Permit............$225.00
  - Semester ..................$120.00
  - Daily.........................$2.00/day

Parking Rules and Regulations
By accepting the parking permit for which I applied for at Irondale High School, I acknowledge Mounds View School District #621 is not liable for any damage that may occur to my vehicle. I also agree to abide by all the rules associated with a parking permit. These rules apply to ALL car pool members and include, but are not necessarily limited to:
- Permit must be displayed on the rear view mirror of the vehicle.
- Attendance issues may result in loss of parking permit privileges.
- First time parking without a permit will result in a warning
- Second time parking without a permit will result in a $10 fine
- Multiple violations and fines will result in the vehicle being towed at owner’s expense

- Parking is allowed in the large lot on the south side of the school ONLY.
- Do NOT park in the visitor spaces within the main parking lot.
• Parking permits may not be copied, forged, sold, or transferred.
• If you choose to add another driver, you MUST register them. Failure to do so may result in the loss of your permit.
• Moving vehicles may not have individuals on a hood, trunk, roof, truck bed, or hanging out a window.
• Unreasonable speed, burning tires, or reckless driving on or near school grounds is not allowed.
• Students must turn in permits at the end of the school year.
  ○ Lost permit replacement cost is $25.00.
• No refunds will be issued for a revoked permit.
• Irondale does not carry liability insurance to cover damage or theft of student, faculty, or visitors' vehicles and/or contents.
• Car trouble will not be accepted as an excuse for tardiness or late arrivals, per attendance policy.
• Free and/or reduced lunch status does not apply to permit fees.

Parents/Legal Guardians: Please encourage your son or daughter to be familiar with parking regulations and procedures.

SCHOOL RULES AND ENFORCEMENT
Disciplinary Procedures - Irondale uses restorative practices to address recurring inappropriate behavior. Certain items in this section are emphasized for special discussion; however, any behavior or dress which is disruptive to the learning climate in a classroom or in the school will prompt corrective action.

Detrimental behavior in the building, on school grounds, or at authorized school events could lead to suspension from school and extracurricular activities, referral to legal authorities, and/or expulsion.

Examples include, but are not limited to:
• violation of dress policy (see section on Dress Code)
• illegal demonstration, defined as any demonstration not sanctioned by the Principal
• gambling activities
• unexcused absences or tardies
• any willful destruction or theft of private or school property
• refusing the request of a staff member or other responsible person to vacate any portion of the school premises
• creating and/or contributing to classroom and/or school disruption
• streaking will result in disciplinary action and/or police referral and could include MSHSL consequences
• interfering with the legal and personal rights of others, specifically the rights to an education
• engaging in activities which can be demonstrated to present a danger to health, safety, welfare, and morals of himself and/or other people in the school or related school activities
Examples include, but are not limited to: physical assault, threats, and other forms of violence. Any violence towards others will not be tolerated. **Any student who believes their safety, or that of another student, is in jeopardy, should remove themselves from the situation immediately and inform a staff member.**

*(Reference District Policy #3104 - Prohibitions Regarding Harassment, Violence, Hazing & Other Forms of Personal Attack)*

- incitement to fight, including provoking/instigating a fight verbally or through other behaviors, such as videotaping and/or distributing, are subject to the same consequences
- insubordination (failure to obey rules after directives and warnings by those in authority)
- Tobacco, Chemical Possession/Use/Distribution. It is the policy of Irondale High School that there is to be no possession, use, or distribution of tobacco, chemicals, or controlled substances on school buses, school premises, areas immediately adjacent to the school property which are within the jurisdiction of the school administration, or at school sponsored events.

  - The possession of tobacco products will not be allowed at Irondale High School. Staff members will request any tobacco products they observe. The tobacco products will be confiscated and sent to Student Services with the student's name. Items confiscated will not be returned to the student. If a student refuses to comply with a staff member's request, the student will be sent to Student Services immediately for disciplinary action. *(See section on Tobacco Free District)*
  - Obvious possession (cigarette in hand, lit or unlit) will be considered evidence of the intent to smoke and will be treated as a smoking violation.
  - Cases of chemical/substance possession, use, and/or distribution-related issues will be immediately referred to an associate principal/dean for disciplinary action. Included in the disciplinary action will be a referral to the student's dean, awareness classes, and may include a referral to the Police Department. If a student is suspected of alcohol use, additional verification may be obtained through an intoxilyzer test.
  - During the school year, Irondale may conduct searches-by-scent for illegal drugs. Drug dogs may be used during the search.

- radios, stereos, two-way radios, lasers, skateboards, roller blades, and shoes with rollers are not allowed in the hallways or classrooms of Irondale High School
- food and beverages may be allowed in classrooms at the teacher's discretion
- NO FOOD OR BEVERAGES are allowed in the computer labs, auditorium, and elsewhere as posted
- Possession of weapons is prohibited. "Weapons" include any firearm, whether loaded or unloaded, any device designed as a weapon or
through its use is capable of producing bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death. Examples of weapons include, but are not limited to: guns, including air guns, knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, including fireworks, stun guns and ammunition. "Possession" includes having a weapon on one's person or in any area subject to one's control, at school, on or near school premises, or at school-sponsored activities.

Responses to violation:
- weapon will be confiscated
- police and other appropriate authorities will be notified
- in cases of firearms, the student will be expelled for one year. This requirement may be modified by the School Board on a case-by-case basis.
- if expulsion is being considered for possession of weapons other than firearms, the Principal and the Deputy Superintendent, or a designee, will investigate the incident and recommend to the Superintendent appropriate discipline pursuant to District Regulation EG-3109 in compliance with the Pupil Fair Dismissal Act, Minn. Stat. 127.27-.39 (1990)

Violators of these rules will receive immediate suspension, parental conferences, and/or court referrals. The principal may impose or recommend suspension, expulsion, or other discipline as appropriate on a case-by-case basis.

STUDENT PROFILE INFORMATION SHEET (ANNUAL)
The Minnesota Department of Education requires that all schools have on file a current and complete record of immunizations for every student enrolled. The submission of a completed Annual Student Profile Information sheet meets this legal requirement. See "Welcome Back to School" materials sent to each student enrolled at Irondale in August.

The information provided on the sheet becomes a part of each student's data file and is used for emergency referral and updating student information. Changes during the year should be reported to school.

School correspondence is sent to parents/legal guardians named at the addresses stated on the sheet. Duplicate correspondence requests, for second parent(s) for example, sending to another name and residence, should be stated on the sheet.

SUSPENSIONS TO PARENTS/LEGAL GUARDIANS
Parents/legal guardians will be notified in writing and by telephone when their son/daughter is suspended. In some cases, a student may be assigned to The Learning Center before a parent/legal guardian is contacted, should we not be able to reach his/her parent/legal guardian. A plan will be
developed with the parents/legal guardians for the student's re-entry into a regular school program. A student who is suspended from school is not to be on school grounds and may not be present at any school related activities. Length of the suspension depends on the student's previous record and reason for suspension.

The student’s dean or an administrator will have the parent/legal guardian make arrangements to have the student leave school. The student may be assigned to the TRY Program for a stated length of suspension. Infractions which may result in suspension to parents/guardians include:

- possession, use, and/or distribution of drugs or alcohol
- behavior which threatens the physical well-being of another person or persons
- discipline problems in a large group area (i.e. assembly, lunchroom)
- student has been assigned to the Learning Center but will not follow the rules
- inappropriate behavior directed toward staff

THE TRY PROGRAM
Students continue the educational process, as homework is provided at an offsite location, while receiving support from a licensed teacher. Students also have an opportunity to reflect on the behavior that resulted in the TRY assignment. Students arrive by bus between 9:30–10am and leave between 4–4:15pm.

THE LEARNING CENTER
The basic principles related to the Learning Center are:

- assignment to the Learning Center is based on behavior in the classroom, lunchroom, halls, on school property, or at school activities that causes harm to others
- offenders are accountable for what they have done and should be supported to take responsibility and make amends
- a separate room/facility is used to provide greater control of the student's environment

Expectations for a student assigned to TLC:

- turn in all electronic devices
- keep up with his/her regular course work
- complete assignments to the satisfaction of the TLC teacher
- display appropriate behavior
- non-compliance may result in parent conference or suspension from school

The TLC teacher will:

- obtain work from classroom teachers
- keep the students dean informed as to student's behavior and progress
Students may not be present at any regular school related event while assigned to the Learning Center. Parents/guardians will be notified in writing and by phone when their son/daughter is assigned to TLC.

STUDENT ACTIVITIES AND ATHLETICS. .................................

All students are urged to participate in co-curricular and/or extra-curricular activities each year. These activities offer students an opportunity to improve their skills in leadership, cooperation, initiative, sportsmanship, use of leisure time, and to make new friends. Students who participate in co-curricular activities must be in attendance in school for the entire day.

ACTIVITIES
Art Club  Drumline  Earth Corp  East African Club  Educators Rising Club  Filmmakers Guild  Hackysack Club  History Club  K-pop Club  Latino Club  Linguistics Olympiad  Marching Band  Math Team  Mock Trial  Music (Band, Choir, Orchestra)
Asian Club  Black Student Union  Bowling Team (CE)  Christian Fellowship Club  Clay Target Team (CE)  Chess Club  Colorguard  Dance Club - Fall  DECA  Baking Club  Filmmakers Guild  Pride Society  Quiz Bowl  Robotics Team  Peer Mentors  Pride Society  Quiz Bowl  Robotics Team

ATHLETICS
Adapted Athletics (Soccer, Floor Hockey, Softball)  Golf (B&G)  Softball  Swimming (B&G)  Tennis (B&G)  Track & Field (B&G)
Baseball  Gymnastics (G)  Hockey (B&G)  Tennis (B&G)  Track & Field (B&G)  Volleyball (G)
Basketball (B&G)  Lacrosse (B&G)  Skiing - Alpine (B&G)  Wrestling
Cross Country (B&G)  Skiing - Nordic (B&G)  Soccer (B&G)  Ultimate Frisbee (CE)
Dance Team - Winter  Ultimate Frisbee (CE)
Football  Ultimate Frisbee (CE)

Irondale students are under the jurisdiction of MN State High School League and Mounds View School District rules and regulations. All students need to be aware of the School District policy governing chemical use, harassment, and hazing. Copies of the current policy, which went into effect August 13, 2001, may be picked up in the Activities Office. District #621 charges a usage fee for participation in athletics and selective activities. Athletes are required to attend a chemical awareness meeting with one or both parents in order to be eligible to participate. For further information, contact Irondale Student Activities Director, Chris Fink at 651-621-6821.
ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES
Students involved in extracurricular activities must adhere to specific academic eligibility standards, as outlined by the activities director. Please contact the Activities Office for further details.

ASSEMBLIES AND PEP FESTS
All-school assemblies are scheduled at various times during the year, including Homecoming Week and Ice Age Week. Students who do not attend assemblies must go to a supervised area in the cafeteria. Students who have their own transportation may leave the campus and go home.

Common rules of courtesy are to be practiced. **Signs are not allowed at assemblies or pep fests.**

BEHAVIORAL EXPECTATIONS FOR SCHOOL SPONSORED EVENTS
The same rules for expected behavior in school are to be practiced at school sponsored events.

NATIONAL HONOR SOCIETY
Membership is available to juniors and seniors, and selection is a privilege, not a right. Juniors and seniors are eligible to apply for membership if their cumulative weighted GPA is 3.5 or better. Eligible students are invited to complete an application for membership in the fall each year. Once selected, members will be inducted into the National Honor Society at a formal ceremony.

SENIOR PICTURES
David Bank Studios has been a partner with Irondale for over 25 years and has worked out an arrangement to assist you in ensuring your son or daughter’s portrait will be in the yearbook. **They have agreed to take yearbook portraits of current juniors without any sitting fee from mid May through the end of June.** Again, there is no cost for getting this portrait taken just for the yearbook during these months. After July 1, a sitting fee will be charged. Call them at 763-571-2265 to set up a time.

**NOTE:** if students choose a photographer other than David Bank Studio, those portraits need to be submitted to the yearbook staff on a CD or by email to julie.cannon@moundsviewschools.org by October 31. Resolution should be 300dpi. **Only vertical portraits of the waist up will be accepted.**

SCHOOL DANCES
School dances are held on scheduled Friday or Saturday nights.
- Dances are for students registered for classes at Irondale. ALC and Reach Academy students whose home school is Irondale, and who are in good standing, are eligible to attend Irondale dances.
- An Irondale school ID, ALC ID, or Reach Academy ID is required at the door.
● For dances where guests are allowed, only one guest (date) per student is allowed. A guest contract is to be completed and must be in good standing at their home school prior to the dance and must show a valid picture ID.

● A guest to an Irondale dance must:
  - be a student in good standing in another high school program
  - be no older than 20 years old

● Students must attend school all day (Friday) prior to a dance, as in athletics or other school activities. A list of students absent will be given to the head chaperone.

● Students who have been suspended from school or who are assigned to the Learning Center are not allowed to attend.

● Unacceptable/unsafe behavior will result in removal from the dance.

● Once a student leaves a dance, they will not be readmitted.

● Only 11th and 12th graders are invited to Prom. A 10th grader is allowed to attend as a guest of a Junior or Senior.

STUDENT COUNCIL
The purpose of the Student Council is:
● to be the official representative organization of the student body to the administration, faculty, and general public
● to promote harmonious relationships between administration, faculty, students, and the general public
● to help maintain positive morale
● organize special weeks and sponsor dances, food drives, and other activities involving the student body at Irondale

The Student Council welcomes student viewpoints and urges each student to participate in Council activities.

STUDENT SERVICES. .................................................................

The Student Services Department is committed to supporting students, parents, and staff in developing attitudes and skills that will enhance students' self-esteem, contribute to lifelong learning, and promote successful relationships.

DEAN STAFF
A-Ce....................................................................................Sarah Hatalla
Ch-Ga..................................................................................Renee Markas
Ge-J.....................................................................................Jason Hollett
K-Me....................................................................................Jennie Moren
Mi-Pen................................................................................Kevin Hillman
Per-St.....................................................................................Cristin Craig
Su-Z.....................................................................................Mary Ellen Sparrow
Support Svcs.................................................................Chelsey Branham
Post-Secondary Planning Coordinator.......Michael Werner
CLASS SCHEDULES
On the first day of school, each student will receive a completed colored copy of his/her class schedule including the subjects and periods, the teachers' names, hall locker assignment, and locker combination.

CLASS SCHEDULE CHANGES
Students are encouraged to plan programs carefully. **Schedule changes after the initial registration may be made only for the following reasons:**
- failed a course which would affect the schedule sequence
- needs a course to meet graduation requirements
- had placement/scheduling errors
- had a schedule with class section balancing problems
**Changes may occur only during the first four days of each semester and requires dean approval.**

Dropping a Course
Students may drop a course the first four days of the semester if space is available in an alternative course. There are NO study halls. A student may have to remain in a class for the duration of the semester if no alternatives are available. Drops made during the first three weeks of a semester will not appear on transcripts. Drops made during weeks 4 – 7 will appear as a “W” for “withdraw” grade on transcripts.

HEALTH SERVICES/MEDICAL APPOINTMENTS
The Health Assistant, who is supervised by the licensed school nurse, is available in the Health Office to care for students who become ill or injured during the school day, and to administer needed medication.

Medical Appointments
Doctor, dental, and counseling appointments should be made outside school hours whenever possible (see Excused Absences). Students who do not bring a note from a parent or guardian, but have an appointment which falls under **M.S. 1441341-7 Consent of Minors for Health Services,** will be excused at the discretion of the licensed school nurse.

Students needing medication during the school day
Students who need to take prescription medication during the school day must make arrangements with the Health Office to complete the required authorization process. This includes medication to manage asthma, ADHD, diabetes, and other health conditions.

Students may carry and self-administer selected prescription medications with health care provider authorization, parent permission, and licensed school nurse approval. Medications covered by Federal restrictions must be kept in the Health Office.
Students may carry and self-administer non-prescription, **over-the-counter medications**, such as Tylenol, with the parent(s)/guardian(s) knowledge and approval. The medication must be kept in its original container labeled with the student’s name. Loose medications in pockets, envelopes, or bags will NOT be permitted.

*Please note! There is NO school supply of any medication. Students may not share any medication with another student. Violations will be covered by the Chemical Use Policy.*

**HAIRSPRAY, PERFUMES, and COLOGNES**

Many students have health conditions affected by fragrances or aerosol propellants. Therefore, **NO hairspray, perfume, cologne, scented lotions, other personal care products, or other types of pump or aerosol spray is permitted in classrooms, hallways, or other school areas, nor are such items allowed on school buses or anywhere related to a school activity.**

**STUDENT RECORDS**

A set of permanent records is kept for Irondale students of their accomplishments during their high school careers. The records include: scholastic achievements (marks and credits), standardized testing results, ratings, attendance, and extracurricular activities. **DO NOT UNDERESTIMATE THE POWER OF A STUDENT'S HIGH SCHOOL RECORD.** It will precede a student when applying for college entrance, for scholarships, and for future employment. A good record will open doors of opportunity for a student. A student record established now is forever.

A student and/or parents or legal guardians may see the student’s record by making an appointment to do so with his/her dean.

**TESTING**

**ACT/PLAN Test**

Students will take the following tests:

- PSAT (October)........................................................taken in 11th grade
- ACT (April)................................................................taken in 11th grade
- PreACT (April).........................................................taken in 10th grade

**Optional Tests/Student's Choice**

Arrangements to take any of the tests or surveys listed below are to be made with the Student Services Office.

<table>
<thead>
<tr>
<th>Test</th>
<th>Grade(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Practice PSAT and ACT</td>
<td></td>
</tr>
<tr>
<td>CLEP</td>
<td>10, 11, &amp; 12</td>
</tr>
<tr>
<td>The Preliminary Scholastic Assessment Test (PSAT)</td>
<td>11</td>
</tr>
<tr>
<td>National Merit Scholarship Qualifying Test (NMSQT)</td>
<td></td>
</tr>
<tr>
<td>The Scholastic Assessment Test I: Reasoning (SAT)</td>
<td>11 &amp; 12</td>
</tr>
<tr>
<td>Advanced Placement (AP)</td>
<td>9-12</td>
</tr>
</tbody>
</table>
TRANSCRIPTS
Transcripts are available upon request from Student Services. Each student is entitled to three free transcripts. There is a $3.00 charge for each additional transcript.

IRONDALE SCHOOL SONG

KNIGHTS so bold we are behind you
We’re with you all the way.
Wave your banner high for Irondale
We’re here to win today. Rah! Rah! Rah!

While our teams are out there playing
We'll keep their spirits high,
As opposing teams are challenged
We'll sing our battle cry.
Highlighted Days – NO SCHOOL
September 3 – First day for 9th grade & Mentors
September 4 – First day for all grades
January 22 & 23 – Semester Finals & End of Semester 1
May 29 – Senior’s last day & Commencement Practice
June 3 & 4 – Semester Finals & End of Semester 2

Happy Summer!!!
SPORTS SCHEDULES
Please check our website for current information regarding events, including dates, times, and maps to event locations. Go to www.moundsviewschools.org/irondaleathleticsandactivities and select calendar. You may also sign up for email notification of schedule changes. Click on “Notify Me” on the calendar page and follow the instructions.

2019-20 starting practice dates and fees for all sports are as follows:

<table>
<thead>
<tr>
<th>SPORT</th>
<th>Practice Start Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adapted Soccer</td>
<td>09/02/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Boys &amp; Girls Cross Country</td>
<td>08/12/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Football</td>
<td>08/12/2019</td>
<td>240.00</td>
</tr>
<tr>
<td>Boys &amp; Girls Soccer</td>
<td>08/12/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Girls Swimming/Diving</td>
<td>08/12/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Girls Tennis</td>
<td>08/12/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>08/12/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>WINTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adapted Floor Hockey</td>
<td>11/18/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Boys &amp; Girls Alpine Ski</td>
<td>11/11/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>11/18/2019</td>
<td>230.00</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>11/11/2019</td>
<td>230.00</td>
</tr>
<tr>
<td>Girls Dance Team</td>
<td>10/21/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Girls Gymnastics</td>
<td>11/11/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Boys Hockey</td>
<td>11/11/2019</td>
<td>330.00</td>
</tr>
<tr>
<td>Girls Hockey</td>
<td>10/28/2019</td>
<td>330.00</td>
</tr>
<tr>
<td>Boys &amp; Girls Nordic Ski</td>
<td>11/11/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Boys Swimming/Diving</td>
<td>11/25/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>Wrestling</td>
<td>11/18/2019</td>
<td>190.00</td>
</tr>
<tr>
<td>SPRING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adapted Softball</td>
<td>03/02/2020</td>
<td>190.00</td>
</tr>
<tr>
<td>Baseball</td>
<td>03/16/2020</td>
<td>190.00</td>
</tr>
<tr>
<td>Boys &amp; Girls Golf</td>
<td>03/16/2020</td>
<td>190.00</td>
</tr>
<tr>
<td>Boys &amp; Girls Lacrosse</td>
<td>03/30/2020</td>
<td>190.00</td>
</tr>
<tr>
<td>Girls Softball</td>
<td>03/09/2020</td>
<td>190.00</td>
</tr>
<tr>
<td>Boys Tennis</td>
<td>03/23/2020</td>
<td>190.00</td>
</tr>
<tr>
<td>Boys &amp; Girls Track</td>
<td>03/09/2020</td>
<td>190.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINE ARTS ACTIVITIES</th>
<th>REGISTRATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance Club - Fall</td>
<td>100.00</td>
</tr>
<tr>
<td>Drama Club - Cast</td>
<td>100.00</td>
</tr>
<tr>
<td>Drama Club - Kru</td>
<td>No Fee</td>
</tr>
<tr>
<td>Econ Club</td>
<td>100.00</td>
</tr>
<tr>
<td>Math Team</td>
<td>100.00</td>
</tr>
<tr>
<td>Mock Trial</td>
<td>100.00</td>
</tr>
<tr>
<td>Quiz Bowl</td>
<td>100.00</td>
</tr>
<tr>
<td>Speech Team</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Start dates for Fine Arts activities may vary. For specifics, please visit individual web pages at www.moundsviewschools.org/irondaleathleticsandactivities
The maximum amount of co-curricular fees a family will pay is $700.00. Please notify the Activities Office when your family is at or approaching this cap.
### DAILY BELL SCHEDULE

<table>
<thead>
<tr>
<th>Hour</th>
<th>Class Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>8:30</td>
</tr>
<tr>
<td>1</td>
<td>8:35 - 9:31</td>
</tr>
<tr>
<td>2</td>
<td>9:37 - 10:33</td>
</tr>
<tr>
<td>3</td>
<td>10:39 - 11:35</td>
</tr>
<tr>
<td>4</td>
<td>*11:41 - 1:11</td>
</tr>
<tr>
<td></td>
<td>Lunch Schedule</td>
</tr>
<tr>
<td></td>
<td>A 11:35 - 12:02</td>
</tr>
<tr>
<td></td>
<td>B 12:09 - 12:36</td>
</tr>
<tr>
<td></td>
<td>C 12:44 - 1:11</td>
</tr>
<tr>
<td>5</td>
<td>1:17 - 2:13</td>
</tr>
<tr>
<td>6</td>
<td>**2:19 - 3:15</td>
</tr>
</tbody>
</table>

*Lunch is determined by a student’s 4th hour class.*

**Afternoon announcements are read at the beginning of 6th hour.

**Regular buses leave at 3:22pm.**

**Activity buses leave at 4:30pm, Monday thru Thursday.**
## KNIGHT TIME BELL SCHEDULE

<table>
<thead>
<tr>
<th>Hour</th>
<th>Class Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Warning Bell</strong></td>
</tr>
<tr>
<td></td>
<td>8:30</td>
</tr>
<tr>
<td>1</td>
<td>8:35 - 9:20</td>
</tr>
<tr>
<td>2</td>
<td>9:25 - 10:10</td>
</tr>
<tr>
<td></td>
<td><strong>Knight Time</strong></td>
</tr>
<tr>
<td></td>
<td>10:15 - 11:10</td>
</tr>
<tr>
<td>3</td>
<td>11:15 - 12:00</td>
</tr>
<tr>
<td>4</td>
<td>12:05 - 1:35</td>
</tr>
<tr>
<td></td>
<td><strong>Lunch Schedule</strong></td>
</tr>
<tr>
<td></td>
<td>A 12:00 - 12:28</td>
</tr>
<tr>
<td></td>
<td>B 12:35 - 1:02</td>
</tr>
<tr>
<td></td>
<td>C 1:07 - 1:35</td>
</tr>
<tr>
<td>5</td>
<td>1:40 - 2:25</td>
</tr>
<tr>
<td>6</td>
<td>2:30 - 3:15</td>
</tr>
</tbody>
</table>

### Knight Time Dates

- **September:** 18 & 25
- **October:** 2 & 23
- **November:** 6, 13, & 20
- **December:** 4, 11, & 18
- **January:** 8, 15, & 29
- **February:** 5, 12, & 26
- **March:** 4 & 25
- **April:** 15, 22, & 29
- **May:** 6, 13, & 20