

# **PARKERS PRAIRIE HIGH SCHOOL**



## **2013-14 PARENT AND STUDENT HANDBOOK**

**Independent School District #547**

**411 South Otter Avenue**

**PO Box 46**

**Parkers Prairie, MN 56361**

**218-338-6011**

**Web Site: [www.isd547.com](http://www.isd547.com)**

### **VISION STATEMENT FOR DISTRICT 547**

**Working together we touch the future.**

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**\*THE 2013-14 STUDENT HANDBOOK IS ENDORSED AND SUPPORTED BY THE PARKERS PRAIRIE BOARD OF EDUCATION.**

## **Welcome to the 2013-14 School Year!**

On behalf of the faculty and staff, we welcome you to Parkers Prairie High School. We are glad you are here and will dedicate our time and efforts to your education and success. We invite you to take advantage of the academic and extracurricular opportunities that are available to you this year.

As a district, we strive to make sure every student experiences successes and achievements in a warm environment. We work to ensure an educational environment in which you can thrive. Building and growing each of our students as tomorrow's future leaders, we work day in and day out to guide you into becoming a strong, upstanding citizen.

This handbook offers you information regarding academic and behavioral expectations for our high school. Read the information and retain this handbook throughout the year for your reference. Additional, specific course information can be found in the registration handbook, available from the high school registrar.

Parents, as your child grows, his or her needs for your involvement are still strong. If you are wondering how to get involved at the high school level, we have many opportunities for you. You could serve on a committee (Dollars for Scholars, Panther Boosters, or school based committees), take tickets at a home game, volunteer for a day at school, help at a school dance or chaperone on a field trip. Your son or daughter will always need you and we appreciate your involvement. Call the high school office or a faculty member to get involved.

Sending greetings for a fantastic school year with commitment to achievement,

Carey Johnson  
High School Principal

## PARKERS PRAIRIE SCHOOL DISTRICT 547

### BOARD OF EDUCATION

Steve Inwards - Chairperson  
Lyle Oeltjenbruns - Vice Chairperson  
Mary Peterson- Treasurer  
Jeff Samuelson- Director

Judy Moeller- Clerk  
Glenn Cornish- Director  
Sheryl Myers-Director

### ADMINISTRATION

Thomas Ames - Superintendent  
Carey Johnson - Principal  
Kelly Mesker- Activities Director

### PARKERS PRAIRIE HIGH SCHOOL---CERTIFIED STAFF

Arvidson, Jayne - Physical Education, Health  
Boutain, Stacey—Special Education  
Bumgarner, Aaron--Mathematics  
Burgess, Mary – ITV Business Education  
Duberowski, Jim--Social Science  
Ellsworth, Tamara - Science & Math  
Heidelberger, Katie - Foreign Language—Spanish  
Johnson, Susan - English  
Klaessy, John - English  
Lee, Karen - English, Speech Communications  
Martin, Jennifer--Special Education  
Martin, Laurie – Art  
Mesker, Kelly - Social Science and Activities Director  
O'Brien, David--Social Science  
Oestrich, Bonita – Vocational Agriculture  
Oestrich, Jon – Industrial Technology  
Pearson, Deb- Vocal Music  
Peterson, Lizz - Special Education  
Peterson, Scott - Mathematics  
Plasek, Dale - Instrumental Music  
Schoeneck, Marlene – Science  
Serie, Kayla - Science

### PARKERS PRAIRIE HIGH SCHOOL CLASSIFIED STAFF

Aldrich, Nicole—Special Education Para  
Amundson, Karen - Superintendent's Secretary  
Arnold, Deb- Asst. Cook  
Bates, Linda - Media Assistant  
Foley, Elizabeth (Liz)--Student Registrar  
Guenther, Marcia - #504 Para  
Hezlep, Elizabeth—Special Education Para  
Horton, Deone----Asst. Cook  
Kingston, Sharon - Head Cook  
Lee, Lori – Special Education Para  
Makela, Tanya—Special Education Para  
Moske, David – Custodian (evening)  
Nori, Lisa-----Payroll Clerk & Bookkeeper  
Peppersack, Darcy - High School Clerical & Activities Assistant  
Ramey, Jackie – Custodian (evening)  
Revering, Becky - Administrative Assistant  
Schauland, John - Custodial Supervisor  
Skoglund, Bea--Special Education Aide  
Steuven, Bonita – Special Education Para  
Uran, Jodi – Special Education Para  
Velde, Steve – Custodian

## General Student Information

### ~Academic and other Support Services for PPHS

**Advisor-Advisee** - This service connects each student, grades 7-12, to a staff member for the purpose of scheduling, advising, planning, communication, and recognition. A list is available in the office.

**Community Services** - Psychological, family, crisis, chemical dependency, suicide, alternative education, abuse and other issue assistance programs are available. Counseling and administration can assist students and parents in connecting with community services.

**Counseling and Guidance Services** - This includes assistance with educational planning, interpretation of test scores, occupational information, career information, school and personal problem resolution. Also, counseling oversees state and national testing.

**Targeted Services** – This is a federally funded, year-round academic support for students in grades 7-8. Focusing on Reading, Writing, and Math, students will work to fill the gaps of their learning and meet their individual needs for added support in these areas. Targeted Services meets for 2 week sessions in the summer, fall, and spring.

**Special Education** - Trained staff are available to provide students who have learning, physical or other disabilities with help and support.

**Academic Probation** – Academic support is offered after school and on specified Saturdays to help student athletes with their schooling needs.

### ~After School Activities

Students must be under the direct supervision of a staff member of PPHS when in the building after 3:15 p.m. If you are not participating in a supervised activity, please leave the building at 3:06. If you are waiting for a ride, you may wait in the front of the school or office. The high school office will close at 4:00 p.m. each day. Any student reported loitering in the school without staff supervision after 3:15 will be given detention.

### ~Bell Schedules (see next page)

## Parkers Prairie High School Bell Schedules

### Advisor/Advisee -- School Day

**Warning Bell - 8:15**

**ADVISOR 8:20-8:38**

Passing 8:38-8:40

**Period 1: 8:40-9:27**

Passing- 9:27-9:30

**Period 2 – 9:30-10:17**

Passing—10:17-10:20

**Period 3- 10:20 – 11:07**

Passing for Sr. High - 11:07-11:10

**Period 4 (Sr. High)—11:10-12:15**

Jr. High Lunch: 11:07-11:32

Passing: 11:32-11:35

**Period 4 (Jr. High)—11:35-12:37 (with 15 min. reading)**

Sr. High Lunch @ 12:10 for 12; 12:15-12:37 for 11, 10 & 9

(with 15 min. reading and/or band/choir split)

**Period 5—12:40-1:27**

Passing 1:27-1:29

**Period 6---1:29-2:16**

Passing—2:16-2:19

**Period 7---2:19-3:06**

### 2 Hour Late Start Bell Schedule

**Warning Bell – 8:15**

**Period 1 – 10:20 - 10:50**

**Period 2 – 10:53 – 11:23**

Jr. High Lunch – 11:23 – 11:43

**Period 4 – Jr. High – 11:43 – 12:30**

Sr. High Lunch – 12:10 – 12:30

**Period 4 – Sr. High – 11:23 – 12:10**

**Period 3 – 12:33 – 1:09**

**Period 5 – 1:12 – 1:48**

**Period 6 – 1:51 – 2:27**

**Period 7 – 2:30 – 3:06**

\*\*The Pledge of Allegiance will be said once a week during the advisor/advisee period. “Anyone who does not wish to participate in reciting the Pledge for any reason may elect not to do so. Students must respect another person’s right to make that choice.” MN Stat. 121A.03

**\*\*NO SKATEBOARDING, SCOOTERING, OR ROLLERBLADING OF ANY KIND ON DISTRICT #547 PROPERTY!!**

## ~Books

Books are provided to all students at no cost, other than repair or replacement for lost or damaged books. Fines for lost or damaged books must be paid in order for students to receive reports, transcripts, or other requested information from the office. The graduation ceremony will be withheld from seniors with unpaid fees or fines.

## ~Bullying

Any intimidating behavior, physical or emotional, will not be tolerated. Any student reported for “bullying” will be investigated and disciplined depending on the results. See policy located at the end of this booklet for more details.

## ~Bus Regulations

Bus routes are established each fall. The bus owner and drivers make every effort to maintain and abide by the established schedules. Extremes in weather and road conditions do occasionally cause minor deviations from the schedule. Buses are to arrive at school no sooner than 10 minutes before the first class. We are pleased to be able to provide safe and reliable transportation to eligible students. **However, riding the bus is a privilege.** The bus driver is in charge of the bus and students on it at all times. Any student who violates the bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action determined by the principal. **Riding the bus is an extension of the school day. All school rules apply on the bus.**

**Route Information** – Rural students and students living in an area of the city whose walking path to school is considered to be potentially hazardous, will be transported by the district. Routes from year to year are similar, but not identical.

## Changes in Pick-Up or Drop-Off –

If you have information that affects your child’s pick-up or drop-off, please contact Rick by calling 218-338-6079.

## Bus Rules

Please review the following bus rules with your child:

1. Arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus is not able to wait for late students.
2. Go directly to a seat and remain seated, keeping aisles and exits clear at all times while the bus is in motion.
3. Be courteous and respectful to other students and to the bus driver.
4. Loud talking or noise making, excessive horseplay or fighting are not allowed since these things can distract the driver.
5. Gum, candy, food and beverages are not allowed on the bus. Failure to follow this rule may result in loss of riding privileges for two or more days.
6. Tobacco, tobacco related products, alcohol and drugs are strictly prohibited on the bus.
7. Never extend any part of your body out of the bus windows.
8. Do not open windows past designated marker.
9. Do not throw or pass objects on, from or into the bus.
10. Only bring objects onto the bus that can be held in your lap.
11. No living creatures are permitted.
12. No glass containers of any kind are permitted.
13. Small balls, of all kinds, must be kept in backpacks, as they can create a hazard if they are on the floor or around the driver’s pedals.
14. Treat bus equipment as you would treat furniture in your home. Keep the bus clean. Vandalism and graffiti writing will result in loss of riding privileges and potential restitution.
15. Remain quiet at railroad crossings while the bus is completely stopped.
16. When riding the bus, avoid carrying or wearing objects that dangle (strings, backpack attachments, etc.)

Misconduct on the buses will not be tolerated. Students not being cooperative will be denied the privilege of riding the bus according to **MN Statute 121A.59**. Violations of the above rules will result in a temporary suspension from the bus ranging from 1-10 days. Serious misbehavior may result in expulsion. Parents will be responsible for transporting the student to school when the student is suspended. A missed day will be unexcused. A violation of Rule #4 will result in an automatic two (2) day bus suspension.

## ~Class Dues

Each class votes on the amount of class dues based on their needs. Each student is expected to pay their share within one month of the set amount. Each family will be held accountable for the fee. If you have any questions, please call 338-6011. **Students will not be allowed to attend prom or the graduation ceremony if class dues have not been paid or arrangements made.**



### **~Computer Ethics Policy--Network/internet Acceptable Use Procedure**

\*Use of the district's network/internet resources is intended only for educational and informational purposes, such as research, professional development, instruction, collaborative education projects and dissemination of information. Students are not allowed to use Facebook, e-mail, Craig's List, E-Bay, Windows Live, etc. unless it is for educational purposes and is directed by a staff member either verbally or in writing to appropriate personnel such as the media specialist or classroom teacher.

**Each student must sign a computer/equipment usage agreement before being allowed access to District #547 computers, internet, etc. The complete computer usage policy can be found on line or you may request a hard copy from the office.**

**\*Consequences for infractions of computer usage could include warnings, detention, parent phone call, loss of privilege and/or notification to law officer depending on severity. In most cases the penalty is the loss of computer privileges: 1<sup>st</sup> offense-3 weeks; 2<sup>nd</sup> offense—6 weeks; 3<sup>rd</sup> offense-9 weeks; 4<sup>th</sup>—remainder of the year.**

### **~Church Night**

Wednesday night is designated as church night. No school activities are normally scheduled on this night. All practices and after school activities **must** end by **6:00 p.m.** **This means all students should be out of the building by this time and all PPHS school-related activities (taking place on or off campus) will be done by 6:00 p.m.**

### **~Dance policy**

The advisor of the organization sponsoring a dance will determine the start and end times of the dance. *Any student who has not completed detention or students on Academic Probation* will not be allowed at the dance unless a minimum of two hours of before or after school study time have been verified for an At-Risk participant. Once a student enters the school for the dance, that student may not leave the building and re-enter for any reason. Outside doors will be locked one hour after the beginning of the dance. *No student is allowed to bring pop, energy drinks or other refreshments into the building for the dance.* Students will not have access to their gym lockers or hall lockers during the dance. Students who would be unable to get to the dance before the doors lock will only be permitted to enter with prior permission from the administration. If you wish to have a guest attend the dance, he/she must be registered (complete a "guest form") in the office prior to the day of the dance. Guests must be at least in 7th grade and not beyond 20 years of age. All students and guests will be subject to the dress code of PPHS. Students not adhering to the dress code policy or school rules will be asked to change or leave. If a student is asked to leave the dance, the supervisor/s will attempt to contact the parents. (Exceptions to this policy will be made by the administration only.) **See Prom for more information regarding that event.**

### **~District Vehicles**

School buses, vans, and other vehicles provided for service to the district or vehicles owned by district staff and authorized by the district for transporting students are considered district vehicles.

### **~Dress**

Clothing choices make statements about an individual while reflecting upon his/her family, school and community. Different environments, events, and weather call for different attire. Choices that may be appropriate for a social event can be a distraction in a school setting. Therefore, clothing that is disruptive to the educational process, unsafe, or displays messages that contradict school rules is unacceptable. The school reserves the right to restrict any student from attending school or school activities when a student dresses in an inappropriate manner. **PPHS bans all headwear from being worn during the school day--this includes hats, bandanas, hoods, scarves, etc.** The dress code disallows clothing that advertises or references illegal products, including alcohol, tobacco and drugs. Other disallowed clothing includes dirty or ragged (clothing with holes), revealing (such as a bare mid-section, visible cleavage, exposed under garments, short shorts or short skirts-with hands at the side, the fingers should reach the bottom; obscene or distasteful (such as pajamas, Big Johnson, Hooters, Coed Naked, etc.), and clothing (in the school's opinion) with negative attitude messages or innuendoes (420), chains, and clothing that may be gang related, or clothing that disrupts the academic climate (bra straps or underwear showing). Heavy chains are not allowed. Outerwear (jackets, coats, etc.) will not be allowed in the classroom without the teachers' permission. Students violating this policy will be asked to remove or cover up said clothing. **Repeat offenders will be subjected to consequences including, but not limited to, parent conferences, a change of clothes, detention, suspension or Saturday School. Noncompliance will result in removal from school.**

## ~Fees and Assessments

Parkers Prairie High School requires user or participation fees in the following areas:

1. Cost of school equipment or material lost, destroyed, broken or unduly damaged through carelessness or failure to follow instructions in the amount necessary to replace or restore the item involved to service.
2. Admission fees to concerts, plays, athletic events and other programs or activities which the student may attend at his/her option.
3. Athletic participation fees.

These fees are for all students who participate in extracurricular athletic programs. These programs include girls' tennis, volleyball, girls' and boys' basketball, softball, girls' and boys' track, football, wrestling, baseball, cheerleading, speech and the one-act play.

## ~Fire Drills and other Evacuations

Fire drills and other crisis drills will be practiced throughout the school year. When the fire alarm sounds, all students and staff are to proceed in an orderly manner to the predetermined exit or shelter. An "all clear bell" will ring indicating that students and staff may return to the school. When an intruder is in the building, a lock down will occur. All students will proceed to the closest room which can be locked and will remain in the locked room until the all clear is given. Other crisis plans will be practiced as appropriate.

## ~Food and Beverages

No sport drinks or high energy drinks are allowed on school campus between the hours of 8 a.m. and 3:15 p.m. for health reasons. Periodic locker checks may be made and energy drinks will be confiscated. No food or pop will be allowed in classrooms. Instructors may allow water or juice.

## ~ Foreign Exchange Students

PPHS will allow up to four (4) Foreign Exchange Students in a given school year. PPHS will work with the following organizations:

\*ASPECT--advisor, Marilyn Morissette, Osakis

\*ASSE---advisor, Richard Barkalow

\*ISE--International Student Exchange---advisors, Dawn Houser and Rose Hawkins

\*Youth for Understanding USA---Marilyn Hostetler

The following criteria will be used to determine eligibility into PPHS:

1. Student should have a workable handle of the English language (we do not have an ESL instructor).
2. All foreign exchange students will be listed as juniors or below.

## ~ Harassment

It is a violation of school policy for any member of the Parkers Prairie Public Schools students or staff to harass another staff member or student through conduct or communications of a sexual, religious or racial nature as defined in the school's harassment policy. It shall also be a violation of school policy for students to harass other students or staff through conduct or communications of a sexual or other inappropriate nature. **See District Harassment and Violence Policy on the web or posted on the lunch room bulletin board. Reporting forms are available in the office.**

## ~Insurance

The school district does not insure student losses or injuries. A form will be sent to each family indicating some available coverage which will be the responsibility of each family desiring coverage.

## ~Law for 18 Year Old Students

At Parkers Prairie High School, our policy states that all students, regardless of age, must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under the age of 18. For example, the school requires that students 18 years and older must provide parent verification of absences. It also means that no student, regardless of age, may smoke on or within view of school property.

## ~Locks and Lockers - MN Statute 121a.72

**\*All lockers are the property of the school district. School authorities have the right and obligation to search lockers for the safety, welfare and protection of students and school property.**

Locks are available to all students, and it is the responsibility of the student to maintain a secure locker, which is locked and that other students do not become aware of his/her combination. **The school is not responsible for articles stolen from lockers.** Students who enter or attempt to enter another student's locker are violating school rules and are subject to consequences. Memorize your combination. The

custodians have a key to all lockers and it can be used to open a locker in the event of an emergency. There is a \$5.00 refundable deposit required on all locks. This fee will be refunded when the lock is returned. **Only school owned locks may be used to secure student lockers.** Lockers are “on loan” from the school to the student. Lockers should be kept clean and neat, both inside and out. Lockers should contain no pictures, posters, etc. that promote or advertise tobacco, alcohol or drugs. Sexually explicit pictures or messages or other contents that are offensive or in bad taste are not permitted in or on lockers. Students are advised to not keep money or other valuables in their lockers. **There will be periodic locker checks for overdue media and library materials.**

**~Search and Seizure** - In conjunction with tobacco/drug free and weapons policies, statewide, school policy allows officials to inspect lockers. A student’s personal possessions within a school locker will be searched only when school authorities have a suspicion that the search will uncover a violation of school rules. The school also reserves the right to search vehicles in the parking lot or in close proximity to the school if there is suspicion that the search will uncover a violation of school rules.

### **~Lunch Program**

The school uses a computerized lunch purchasing system. Students may pay for lunches before school, after school or during break times. Students will be dismissed for lunch with a bell or over the intercom. Lunches will be eaten in the cafeteria only, unless directed to do otherwise by a teacher or administrator. Students who bring their lunch must also eat there. Applications for free and reduced price meals are mailed to all district households in July. **Any student carrying a negative balance will be given the bread and milk only option.**

### **~Closed Noon Hour and Closed Campus**

Students are not allowed to leave the school grounds during the lunch period. **Students who have detention or are on the At-Risk list will not be allowed to leave the school during the lunch period.** As a privilege to students for good behavior and good academics, we issue 5 uptown passes per day to students in grades 7-11. A student in grades 7-11 is allowed a pass once every 3 weeks. For seniors, we issue 4 uptown passes per day, they are allowed a pass once every 2 weeks. **Students are not allowed to drive or ride with anyone uptown/home.** If we encounter any non-compliance with this privilege, it will be revoked. Violation of the closed noon hour will result in loss of uptown or home privileges for 9 weeks for the first offense, 18 weeks for the 2nd offense, & remainder of the year for the third offense.

### **~Lyceums**

Each year lyceum programs may be presented to the student body. These programs will be educational and/or entertaining, and all provide a good opportunity to practice manners during a public performance and to show appreciation in an acceptable manner. Most performers travel widely and are exposed to many students and communities. The type of audience that we are, how we act, how attentive we are, applauding at the appropriate times, being courteous and respectful, help determine their opinion of us and our school and community. It is important that we make a good effort to show them we have a fine school and community. Lyceum attendance is a privilege, not a right. Misbehavior may result in detention, suspension, notification of parents, or loss of privilege for attending any other lyceums.

### **~Media Center**

The following rules and regulations have been devised for the use of the Media Center:

1. Any student with books constantly overdue or who does not follow rules in the Media Center will lose privileges for a minimum of two weeks or a maximum of one year.
2. Visiting or conversation, or any other disturbance, is not allowed in the Media Center.
3. When students enter the Media Center, they are to immediately place their passes in the place designated by the supervisor.
4. When a student leaves the Media Center, he/she should obtain their pass and have the exit time written on it and have the pass signed to his/her classroom. All students must return to their classroom before each block ends.
5. Current magazines and newspapers are not to be removed from the Media Center. All books are loaned for a two week period, except reference books which are loaned for overnight.
6. If a book is abused or lost, the person to whom the book was issued is responsible for the purchase of a replacement book.
7. Periodic locker searches may be made for overdue books not returned after posting the Overdue Book List.
8. Students will not consume food and/or beverages in the Media.

### **~Medication Policy MN Statute 126.201**

The Board of Education of ISD 547 has put in place the following policy regarding prescription and over-the-counter medication. The Parkers Prairie Public Schools will administer prescribed medication provided by the parent(s) or legal guardian(s) of the pupil under the following guidelines:

\*Provide the school with a completed “Administration of Prescribed Medication” form that includes:

- ~a copy of the prescription and recommended dosage
- ~the physician’s description of anticipated reactions of the child to the prescribed medication
- ~the physician’s signature

- ~parental permission and signature approving the administration of the prescribed medication
- ~an outline of the method of delivering medication to the school on request from the school authority

\*Students may carry inhalers or epipens, with a doctor's note and office notification.

\*Notify the school immediately if the medication is no longer required.

\*Complete a new "Administration of Prescribed Medication" form each year or whenever the physician changes the prescription.

The school will designate a specific, locked, and limited access storage space within the school to store the medication. The school will ensure that there is a copy of the "Administration of Prescribed Medication" form in the pupil's student record file and a copy is available for immediate reference by the principal to administer the prescribed medication.

The School may refuse to administer prescribed medication to any child whose parent(s) or legal guardian(s) have not fully completed the approved "ADMINISTRATION OF PRESCRIBED MEDICATION" form. If a student will not take the prescribed medication, the school will notify the parent(s) or guardian(s) immediately or seek the assistance of a qualified person if parent/guardian is unavailable. This policy is restricted to the administration of prescribed medication that can be taken orally (e.g. pills) or that can be applied externally. **Students are not allowed to carry any prescription drug or nonprescription drug on their person or in lockers without expressed permission from the administration. Consequences could range from a warning to a 1 day suspension to expulsion.**

### **~Prom**

Prom is a formal affair held every year for juniors and seniors of Parkers Prairie High School and guests of these students who have been approved by the high school office. Prom is a privilege of the students attending the high school. Therefore it is only open to those students of good standing. Good standing will be defined as those students who do not have 1) excessive absences as determined by the administration 2) disciplinary action that could lead to disruption at prom 3) outstanding bills 4) making satisfactory progress towards graduation 5) detention or suspension that has not been completed. Also, prom guest MUST be in at least 10th grade and not over 20 years of age and must complete a Prom Guest Form.

### **~Public Display of Affection**

Public display of affection is not condoned by District #547. Students are asked to refrain from such activity. School personnel reserve the right to determine what is appropriate and what is not. Examples of inappropriate display of affection would include but are not limited to kissing, sitting on the student, hands where they don't belong, etc.

### **~Purchases**

Purchases of materials from or agreements with merchants or vendors to expend school district or activity account money will not be made by students. **Class and/or activity advisors will make that request on a requisition form.**

### **~Recycling**

Minnesota Schools are mandated to recycle certain materials. In the high school this includes: paper products and aluminum cans. Containers are provided in the hallways and classrooms for student use. Please observe the regulations and help preserve our environment by cooperating.

### **~Safe School Standards**

By Minnesota Law, whoever possesses, stores or keeps a dangerous weapon as defined in Section 609.02, Subdivision 6 (this includes knives, guns, & look-a-likes), on school property, is guilty of a felony and may be sentenced to imprisonment of not more than two (2) years or to payment of a fine of not more than \$5,000 or both. School property means a public or private elementary, middle or secondary school building and its grounds (parking lots, athletic fields, etc.) whether leased or owned by the school district. It also means the area within a school bus when that bus is being used to transport one or more elementary, middle or secondary students. **See District's Weapons Policy posted in the lunch room, on the web, or in the office.**

### **~School Day and Supervision of Students**

All students during the "school day" must have adult supervision. Students will not be permitted in the halls or other unsupervised areas during the school day. Students who are issued hall passes are considered to be under the supervision of the teacher who issued the pass. If a number of students must be sent into the halls, a paper pass will be used.

"School Day" is defined as the time from when a student gets on the bus in the morning or enters school district property by any mode of transportation to the time when a student gets off the bus at the end of the school day or when a student leaves the school grounds by any mode of transportation after the school day or after any school district sponsored activity. No student should be at the school before 8 a.m. or after 3:15 p.m. without an assigned adult supervisor. This includes both the elementary and high school buildings. Also, high school

students should not arrive at an elementary event more than 15 minutes before game time unless accompanied by an adult. *Violations can result in detention or Saturday School.*

Due to increased concerns regarding school security and student safety, the PPHS is limiting daily school entrance accessibility to the front entrance only. All doors will be open before and after school. We appreciate students cooperating with and understanding the importance of this security issue. We will also have 16 cameras to help monitor our halls for safety.

### **~Student Driving/Parking**

**Students are not permitted to drive, ride or sit in motor vehicles during the school day without permission from the office. This includes driving during the lunch hour.** A violation of this rule will result in 2-4 hours of Saturday School. Students are NOT allowed to park in "visitor" parking areas, on the north nor east side of the school and on the south side closed street.

### **~Parking Lot**

Students are encouraged to park responsibly in the school parking lot. Reckless driving in the parking lot or careless parking could result in a ticket or a tow charge. Parking carelessly or in an area not allowed by students (for example--by the greenhouse or on the north or east side of the building) may result in 2-4 hours of Saturday school depending on the infraction. Also, students and parents need to be aware that ALL SCHOOL RULES apply, even in the parking lot. Cigarettes, alcohol, knives, shot gun shells, lighters, firecrackers, etc. will be confiscated if found in your vehicle during a canine search. YOU are responsible for all items in your vehicle and YOU are subject to the same consequences as if those items were found in your locker. Finally, no student is allowed to go to a car or be in the parking lot during the school day without permission.

### **~Student Records**

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

### **~Telephone Use and Other Electronic Devices**

A hallway telephone (makes only local calls) is provided for student convenience and may only be used before and after school. Collect or calling card long distance calls may be made from an office phone with a secretary's permission. Students will not be called from class to take phone calls, unless there is an emergency situation. Messages can be given to students if they are of an important nature. Students should not be excused from classes to make phone calls. Using the phone at passing time is encouraged, but phone usage is not a reason for an excused tardy.

**~~Cell phones and devices (defined as any electronic personal device including, but not limited to, cell phones, smartphone, iPods, MP3 players, tablet and notebooks, etc.)** play a role in our lives but cannot interrupt the learning environment of the student or the instructor. Cell phones and devices are permitted on a student's person. The building principal, however, is authorized to permit a student to use and/or carry a beeper or cell phone for medical, school, educational, vocational, or other purpose where deemed appropriate. Cells must be turned off during class time. The devices are allowed to be used for educational purposes, as directed by the instructor exclusively. Texting is not considered appropriate. The instructor has the right to remove the device if used without permission. The device will be turned over to the office. First offense will result in 1 full school day of device being left in the office, 2<sup>nd</sup> offense: 2 weeks of device in the office and 3<sup>rd</sup> or more offenses: 1 month of device in the office

### **~Vending Machines**

The following rules will be observed regarding a student's use of the vending machines.

1. Pop, juice, and snack machines will be available at designated times.
2. Change for use in the machines will **not** be available in the office.
3. The machines are not to be used when the concession stand is open.
4. No refunds will be made for money lost in the machines.
5. Unnecessary violations will result in the restriction or termination of service.
6. There will be no selling of pop, candy or other items by students, this includes selling out of a student's locker.
7. The vending machines are to be treated with kindness. No rocking or shaking the machine.

### **~Visitors**

To ensure the safety of our students, all visitors must sign in at the office upon arrival in the building. Student visitors are allowed only with administration approval. A request must be made two days prior to the visit. The only student visitors who will be allowed in class during the school day are students who are thinking of attending Parkers Prairie High School. Students who do not attend PPHS should not be in the building before or after school unless attending a public event or with administrative approval.

## Academic Information

### ~Academic Lettering

Parkers Prairie High School's criteria for academic lettering are as follows:

Grade 9 -	Cumulative GPA of 4.00
Grade 10 -	Cumulative GPA of 3.75
Grade 11 -	Cumulative GPA of 3.50
Grade 12 -	Cumulative GPA of 3.25

**Final grade calculation for graduation purposes will be at the end of the fifth day upon the conclusion of the third quarter.**

### ~ACT 2013-14 Test Dates

Registration	Date of test
August 23, 2013	September 21, 2013
September 27, 2013	October 26, 2013
November 8, 2013	December 14, 2013
January 10, 2014	February 8, 2014
March 7, 2014	April 12, 2014
May 3, 2014	June 14, 2014

### ~Communication

Parkers Prairie High School will make every effort to communicate effectively and often with parents regarding school issues, especially grading and student progress. We will provide the following:

1. Report cards at the end of each quarter.
2. Progress reports at mid-quarter for students earning a grade less than C-.
3. Parent-Teacher conferences twice a year.
4. "At-Risk" notices sent home to those students who are not progressing academically or those students who are considered to be at-risk.
5. "Parent Request for Information" at any time or at regular intervals, such as every two weeks. Just call us at 218/338-6011.
6. Telephone conferences.
7. Special Education staffing.
8. Special meetings for parent, student and teachers.

Return communication from parents/guardians and students that we request include:

1. Early notification of planned absences; vacations, etc.
2. Phone call notification (338-6011) prior to 9:00 a.m. of unplanned absences; illness, emergency, etc.
3. Next day notes are accepted, if a prior phone call was impossible.
4. Complaints and misunderstandings; call us or set up an appointment. We will never purposefully harm or misinform our students or parents. Our goal is to serve your educational needs.
5. Change of status; address, family changes, multiple addresses, etc.

### ~Data Privacy

The following information is treated as public information: name, address, telephone number, awards, attendance, and pictures of students. Everything else is private data. There is an "opt out" process. If you do not want this information disclosed, you MUST notify the school in writing.

### ~ Graduation Requirements

A student must...

1. All PPHS students are required to earn 26 credits. The 26 credits must include 4 credits of English, .5 credit of speech, 4 credits of social studies, 3 credits of science, 3 credits in math, .5 credit for Computer Fundamentals, 1 credit of physical education, .5 credit for health, 1 credit of an art and 8 elective credits.
2. As directed by the state (requirements subject to their changes), a PPHS student must pass the Grad test in reading, mathematics and writing or take a college placement exam such as: PSAT, ACT, Accuplacer or ASVAB.

### **~Home School Students**

It is relevant law that ISD 547 recognizes home school as a viable method of fulfilling a student's compulsory education requirement; however, the School District has no obligation to accept the credits and grades awarded in a home school at face value.

It is the policy that ISD 547 will assess students transferring from a home school district to determine appropriate grade placement.

The School District retains discretion as to whether or not to grant high school credit toward graduation for work done in a home school. If a transferring student can demonstrate to school district officials' satisfaction that he or she has mastered the learning outcomes of a course offered by the School District, he or she will be granted credit toward graduation for the course.

If the School District grants high school credit toward graduation for work done in a home school, the credit will be awarded on a "Pass" basis. The School District will not accept grades awarded in a home school. Students' grade point averages, and any academic honors, shall be based solely on grades awarded by the School District. In order to be recognized for academic honors or to receive a PPHS diploma, fifty-one percent of a student's educational program, in grades 9-12 must be from an accredited school recognized by the MN Dept. of Ed. In addition, all BST and MN standards must be met. (See page vii in the Course Offering and Registration booklet for additional details.)

### **~Honor Roll**

The honor roll will be for students with an A- or B average at the end of each marking period. Students receiving an I or NC in a class are ineligible for the honor roll for that marking period. Incompletes will become an NC five days after the report cards are distributed. Students must earn a 3.67 average to be on the A honor roll and a 3.0 average to be on the B honor roll. At least 50% of a student's courses must receive a letter grade in a traditional classroom in order to be eligible for the A or B honor roll.

### **~Incompletes**

A student with acceptable reasons, such as extended illness, death in the family, or other extreme circumstances, will receive a grade of "Incomplete" (I), if all work is not completed by the end of the grading period. The assignment of an "Incomplete" is to be determined by the teacher. Five days after report cards are distributed; any remaining "incompletes" will automatically be changed to "No Credit" (NC) on the permanent record. It is up to the teacher to submit a new grade to the office if she/he chooses to accept missing work after that time, in which case the "NC" grade will be deleted from your record.

### **~Participation in Graduation**

The commencement ceremony honors students who have earned a diploma through credits. It recognizes the accomplishments of graduates. High Honor students must have a 3.85 GPA and the Honors must have a 3.67 GPA. Students who have not completed graduation requirements may not participate in commencement exercises. Each student must have the correct number of credits and must have met all credits completed by the last day of school to participate in commencement exercises. A student who has not passed the Basic Standards Test(s), but has attended all available remediation opportunities including summer school, will be allowed to participate in graduation ceremonies if all other requirements have been met. However, a diploma will not be issued until all State requirements are met.

### **~PSEO (Post Secondary Students)**

**Students interested in applying for PSEO need to complete and return a contract. See the office for more information.** Students with PSEO status are high school students taking courses at another location for part or all of the day. Students who are PSEO will be considered for honor roll, and will be considered for honor medals at graduation if the criteria are met. All supporting documentation from the post-secondary institution must be provided to the Principal prior to receiving their award or being placed on the honor roll. Students who wish to have their honor medal awarded at graduation should have all documentation turned in one week before the ceremony.

### **~Post-Secondary Visits**

Juniors and seniors are allowed a total of three (3) post-secondary school visits per year. Students are encouraged to make college and vocational school visits. It is important to spend some time shopping and comparing; your high school and after high school education will probably be the backbone of your future life's success and fulfillment. You are encouraged to visit post-secondary schools with a parent or guardian; schools provide you with better information when a parent or guardian is accompanying you. If you use school time for your visits you must use the following procedure:

1. Make an advance appointment with the school admission's office. The guidance and counseling office will assist you with this, if necessary. Your visit will not be excused if you do not have a prior appointment and counselor office approval.
2. Complete and return the "School Visit Pre-Approval Form."

## ~Senior Valedictorian and Salutatorian and Honors Criteria

Valedictorian and Salutatorian achievements are the top two members of the senior class respectively, based on their cumulative G.P.A. Students will not be considered for these two achievements unless they have completed grades 11 and 12 as full time Parkers Prairie students (no transfer students from home school or charter schools will be considered).

Seniors who have a GPA of 3.85 or higher will be recognized on the graduation program as achieving High Honors. Students who earn a 3.67-3.84 will earn Honors recognition. High Honor students will receive a gold cord and the Honor students will receive a silver cord to wear at graduation.

## ~AT-RISK POLICY

All students are responsible for class work in all classes. When it is determined by the teacher that the student is not progressing academically, he/she will be considered to be At-Risk. At-Risk students will progress through the following levels in sequence, at one week intervals.

Remedial options/levels for At-Risk Students:

1. **LEVEL 1** - Receiving a D in class.
2. **LEVEL 2** - Receiving a D- in class.
3. **LEVEL 3** - Failing a class

Remedial help is available in the Resource Room after school until 4:30 Monday through Thursday. Also Saturday School is available twice monthly. The At-Risk Resource Room is open 3:10-4:30. It will close at 3:20, if no students have arrived.

The *At Risk List* will be published every other Monday afternoon. If a student is placed on the academic AT RISK list #3 and is involved in an activity, he /she will have 1 week from the time of being informed to earn their way off of the list by pursuing their academics over their activity. If the participant chooses not to do the required academic studies to earn their way off of Level 3, then he/she will become ineligible to participate in any extra-curricular activities and will not be allowed to participate until the coach receives a signed statement from the classroom instructor stating that the student is once again in good standing. The PPHS coaching staff will be responsible for keeping updates on their participants' progress and making sure that an academically ineligible participant does NOT participate. Students on At-Risk will not be allowed up town passes and may not be allowed to attend dances if they are not showing an effort to raise their scores for academic success.

## Academic Probation

Parkers Prairie High School is providing an opportunity for academically ineligible extra-curricular participants to become eligible.

The program will be run from 3:10—4:30 p.m. Monday through Thursday and specified Saturdays from 8:00-12:00.

Students who participate in this program will have the opportunity to become eligible to participate immediately.

Requirements:

1. Students must attend Monday through Thursday until the grade has changed and the teacher has notified the coach, office, secretary and principal.
2. Student must come to the class prepared to do academic work on the subjects placing the student on academic probation.
3. Students must work by themselves and will not be allowed to talk with other students unless it concerns academics.

The students should attempt to make up the work in the classes that made them ineligible if the teacher allows for this. Otherwise, the student will work on homework. No student will be allowed to serve time without working on academics.

## ~Grading

Students are graded on an A-B-C-D-NC (failure or F) basis. However, an "S" grade (which means credit) may be granted in place of an "NC" if, in the opinion of the teacher, the student is working up to his/her potential. Some courses are graded on a Pass/Unsatisfactory (P/U) basis. Passing (P) grades earn credit, but neither "P" or "U" grades affect GPA. Other grades are defined as follows: "WF" = Withdraw Fail (calculates as an "F" in GPA), "W" = Withdraw (neutral in GPA), "I" = Incomplete (neutral in GPA).

Students may elect to take a **maximum of two credits** during their four years at Parkers Prairie High School on a Pass/Unsatisfactory basis. Requests to take courses on a Pass/Unsatisfactory basis must be submitted to and approved by teachers by the first week of a semester. Required courses **cannot** be taken on a Pass/Unsatisfactory basis.

Students may apply for an aide position not more than four quarters in grades 9-12. See the Registration Handbook for more information.



### **~ Student of the Month – Jr. High (grades 7-9) and Senior High (grades 10-12)**

A student will be recognized each month for their accomplishments in curricular classes. Teachers will nominate their choices in their curricular areas and turn the names into the principal's office. Each student will be recognized and have their pictures taken to display in the school and local newspaper.

### **~ Student Selection to NATIONAL HONOR SOCIETY**

1. A list of all students in grades 10, 11 and 12 with a cumulative grade point average of 3.33 is obtained.
2. Each student and parent then receives a letter which discusses the process for applying for NHS
3. Each student who would like to be considered must complete the requested information in the time allotted.
4. All faculty members are given a list of the academically eligible students who have shown an interest in becoming a NHS member. Faculty members rate each candidate from 1 to 5 (5 being the highest) in the areas of service, leadership, character and scholarship.
5. Five faculty members then serve on the selection committee. The committee then screens and selects the students for NHS.
6. According to the National Chapter of NHS, the school is not allowed to share the specific reason/s for a student not being selected.
7. Students who are invited to become members of NHS will receive a letter with the details on induction into the society. Students who are not selected will receive a letter thanking them for their participation into the process and, if appropriate, encouraged to try again the following year.

## **Activities**

### **~Activity Offerings**

Football, volleyball, girls' tennis, cheerleading, girls' basketball, boys' basketball, wrestling, Knowledge Bowl, Student Council, FFA, National Honor Society, yearbook, speech, concert band, marching band, pep band, concert choir, jazz band, SAB choir, Triple Trio, Close-Up to Washington, baseball, softball and track.

### **~Code of Student Responsibilities**

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

~I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

~I will be fully responsible for my own actions and the consequences of my actions.

~I will respect the property of others.

~I will respect and obey the rules of my school and the laws of my community, state and country.

~I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for extra-curricular participation for a period of time as determined by school administration.

### **~Scholastic Eligibility**

At the discretion of the parents or coach, a student on the **At Risk List** may lose eligibility to participate in extracurricular events (e.g. sporting events, drama productions, FFA contests, music contests, etc.).

Students, who have any of the following grades (NC or I) at the end of the quarter, will be ineligible until mid-term of the following grading period. (If the course work is made up before mid-term, the student will become eligible at that time.)

Individual teachers are responsible for selecting consistent criteria for determining deficiency in their course(s). The guidelines for deficiency will be pointed out to the students at the beginning of the course by the teacher.

### **~Student Eligibility (MSHSL)**

When a student enrolls in an activity at Parkers Prairie High School, the student is under the jurisdiction of the Minnesota State High School League (MSHSL) and the Parkers Prairie High School Activity Policy/Regulations. It is the responsibility of the participant in a League sponsored event to know the requirements to participate and to remain in participation. It is your right to have a coach, advisor or director explain the requirements to you. Thereafter, lack of knowledge is no defense; this is verified by you through your signed statement which is on file with the activities director.

Activities are an important part of the educational process. Teamwork, commitment, time management, and follow through can be learned as effectively in football, softball, drama, speech or knowledge bowl, as they can be learned in the classroom. Eligibility to compete in activities can be maintained by doing your best in the classroom, being a good citizen and remembering that you represent Parkers Prairie High School, and by training effectively and avoiding illegal and/or controlled substances. In terms of eligibility regarding illegal or controlled substances or behavior unbecoming the team, the guidelines of the MSHSL are in force, including "consumption, use, and charged possession." Students who are in Category One (activities with a schedule of interscholastic contests) and also Category Two (activities without a schedule, such as band and drama) will receive the appropriate penalty for each category as put forth in school policy.

If you feel there are extenuating circumstances for your loss of eligibility, you may appeal in writing. (See the Appeals process noted under attendance.)

## PPHS ATTENDANCE POLICY IN CONJUNCTION WITH THE OTTER TAIL COUNTY-WIDE ATTENDANCE POLICY

### ~PPHS Attendance Philosophy

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study, and parental encouragement in order to reach the goal of maximum educational benefits for each individual student. The regular contact of students with one another in the classroom and their participation in well planned instructional activity under the tutelage of competent teacher are vital to this purpose. This is well established principle of education which underlies and gives purpose to the requirement of compulsory education in Minnesota and every other state in the union. A pattern of good attendance established in school will benefit the learner now, and will transfer to future schooling and into the work place.

### ~ School Attendance - IT IS THE LAW

Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a **parental responsibility** to ensure the child's attendance. Between the age of 12 and through the 17th year, it is primarily the **student's responsibility** to get to school on a daily basis. Students who are age 16 and 17 must be lawfully withdrawn from school by their parent or guardian; he/she cannot independently "drop out" of school.

If a student is absent without lawful excuse on three or more days **or any part of the school day**, they are considered a truant. **Truancy is violation of Minnesota State law. A student is considered to be continuing truant if he/she misses more than three unexcused periods on three separate days and continuing truant if a student misses more than one period on seven separate days. We will have a parent meeting on the third unexcused absence, a letter will be sent to the attorney's office on the fourth unexcused, and a truancy petition will be filed on the seventh unexcused absence.**

1. The law also mandates that parents compel their children to attend school. Judges have the authority to administer a variety of consequences, which can include the following:
  - A child may lose their driving privileges until he or she is 18 years old;
  - The court can order that any necessary evaluations, treatment, and counseling services be completed by the child or family;
  - A child can be removed from their home and placed in a shelter or foster care or a short-term residential facility.
  - The parent can be held accountable. This can include up to a \$700 fine and/or 90 days in jail.

### Parent responsibility

\*When students are absent because of illness or family emergency, parents/guardians are asked to call the school at **218-338-6011, Ext. 100** before 9:00 a.m. on the day of the absence to inform the school of the absence and the **reason** for it. When a phone call is not received by 9:00 a.m., an attendance clerk will attempt to contact each parent/guardian to verify the student's absence. Absences other than illness or family emergency require advance permission from the principal's office. Chronic absence may require a medical excuse to be acquired by the parent/guardian.

\*Emergency situations or long term illnesses that require extended absence from school will be considered by the principal to determine if days missed count toward the maximum allowed absences. Tutors will be available and a doctor's verification of the illnesses will be required as provided in District Policy.

\*A student is required to attend school each and every day and each and every class period. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school within 24 hours by phone or by sending a note. The date absent, the specific reason for the absence, and the parent/ guardian's signature (if sending a note) are required. The school has the right and the responsibility to screen and either approve or disapprove excuses brought in by the students. The school has the right to declare an absence unapproved or unexcused even though a parent/guardian may have provided a written excuse. Such disapproval by the school indicates that the absence was not consistent with the reasons for excused absences.

### Absences fall into three categories: excused, unapproved, or unexcused.

1. **Excused absences include** personal illness, career/college related, religious holidays, emergencies, medical or dental appointments, family trips, or situations where there is an agreement between home, school and the student as to the purpose and validity of the absence. Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. If a student is absent on this long termed project due date, the teacher must be notified or the project brought in if no

prior arrangements have been made. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstance. Suspensions are to be handled as absences and students will be permitted to complete make-up work. Extended family trips that necessitate any time and/or days out of school **MUST** be pre-approved.

**2. Unapproved absences** are absences that are student requested, parent or guardian approved, but unapproved by the school as to intent and purpose, such as a vague "needed at home". (Consequences as decided by administration.) The student must turn in all work and meet all class expectations on the day the student returns from the unapproved absence including quizzes or tests or the student forfeits points and/or credit.

**3. Unexcused absences** would include any absence that has neither the approval of the parent/guardian or the school. This would include missing the bus, employment, need for sleep or rest, baby sitting, shopping, hair or tanning appointments, skipping class/es during the school day, or leaving school at any time for any reason during the school day without securing office permission. The consequence for an unexcused absence is one letter grade reduction in each class that was unexcused. An example of the letter grade reduction would be a C+ to a C, and so forth. Unexcused absences will count toward the total absences allowed in a semester or year long course. All grade reductions will be issued to the teacher from the office. Written notification will be given to the parent and student informing them of the class grade reduction at the conclusion of the grading period. The letter grade reduction is only in effect for the semester of the unexcused absence. The grade reduction could have a negative impact for the overall final grade. The first three unexcused absences can be recovered at Saturday School. If a student is absent unexcused from a class in excess of four (4) times in a given semester, the student will fail the class/es.

**~ Appeals:** A review committee comprised of the teacher, principal, guidance counselor or registrar, student and the parent/guardian will convene within 10 school days of the end of a marking period with the written request of the student affected to consider an appeal. Such appeal based on whatsoever evidence or testimony present in behalf of the student will be considered by the appeal committee in making a final determination on this status of the failure given due to the unexcused absence. The grade reduction can be recovered by attending the first available Saturday School.

## **~ATTENDANCE IS IMPORTANT FOR STUDENT SUCCESS**

### **Excessive absences:**

The Board of Education, administration, faculty and the experts believe that regular school attendance is the number one key to success. Furthermore, present and future employers often consider an attendance record. Good attendance benefits youth academically, as well as, socially. Group learning situations assist students to communicate, work tougher, gain perspectives, and accept responsibilities--all-important components of adulthood.

The following attendance requirements will be followed for excused, unapproved and unexcused absences:

Ten (10) total absences in a semester

Twenty (20) total absences in a year long course

Students who exceed the total allowable absences will receive No Credit (NC) on the report card. The grade can be "recovered" by making up the time at Saturday School. One Saturday School is required for each day that exceeds the maximum allowed or time for time if by period.

The following information will clarify medical excuses: All medical appointments are considered an excused absence and **will** count toward the total absences for a semester or year course. If a medical doctor recommends (written verification given to the high school office) that the student should stay home from school for X number of days, then the X number of days will be not be added to the total course absences. It is, however, the expectation of the high school that you plan medical appointments after the school day unless your medical condition warrants immediate attention. Some medical, specialists, appointments are out of your control and if this reoccurring situation affects your credit, please contact the high school office.

The following absences will be not be added toward the total absences:

1. If a medical doctor recommends that the student stay home for an X number of days
2. Religious activities upon prior notification
3. School sponsored competition, which requires student participation
4. Funerals of the immediate family: mother, father, grandmother, grandfather, sister, brother, guardian, or member of the household.

If a student is absent for **more than ten excused absences**, a letter may be sent requesting a medical explanation or school dismissal in order for the absence to be considered excused.

## **Tardies:**

A student will be considered tardy to class when the period begins and the student is not present. **After 15 minutes the student will be considered absent.** Four unexcused tardies are considered one unexcused absence. For every four additional tardies, an unexcused absence is registered for each class affected. See the section on unexcused absences and Saturday School. Only one excused tardy per year may be used due to train, traffic, or car problem.

If a student is tardy at the beginning of the day, the student should report immediately to the office. The attendance secretary will give the student a pass to class and a warning. The second tardy will result in a warning by the administration, and the third unexcused tardy will result in an hour of detention, as will each subsequent unexcused tardy.

Teachers will warn the student on the first tardy, call the parent/guardian on the second tardy, and notify the office of the third and each subsequent tardies

## **~ Absences in Advance**

***Family trips and other extended parent/guardian requested absences need to have prior approval from the office.*** Absences should be arranged with the principal far enough in advance, when possible, so the student has time to obtain his or her assignments from the teachers and to complete as many of them as possible before the absence occurs. Work not completed in advance must be made up according to the requirements of the teacher and this attendance policy. **Students need to pick up a Prior Approval Absence form in the office before talking to their teachers for their assignments. Depending on the number of days the student will or has missed, the student may be required to use the Credit Recovery Program.**

## **~ Absences for Extracurricular Activities by Students on the Day of an Event**

On the day of an athletic contest, music contest, or other event, when a student has been absent from school for any period of time in excess of 10 minutes, without notice to the office **the day before, he/she shall not participate in the event that day.** Verification of medical or dental appointments will be required for student participation, if prior notice has not been received.

## **~ Absences Due to School Related Activities**

Absences due to school related activities will **not** count towards the number of allowed absences. However, if the student is in jeopardy of failing a class or has excessive absences from a class, the student may not be allowed to participate in the activity if it occurs during school.

# **Additional Attendance Expectations and Procedures for Parkers Prairie High School Students**

## **~ Office Requirements for Checking In and Checking Out**

When returning to school from an absence, check in at the office and receive a pass. Advance make-up slips are required for students who know they will be gone for more than three days.

Students who are to leave the school building any time during the school day, must bring a written request from their parent/guardian that is dated, signed by a parent and identifies why the absence is necessary to the office prior to the beginning of school. **Students must sign out on the Student Log In/Out sheet located in the office at the time they actually leave the building. Upon returning, the student must sign back in on the same Student Log In/Out sheet and receive a pass from the office to get back into class. Students who do not follow this procedure will be considered skipping school and are subject to appropriate consequences.**

## **~ Saturday School**

Saturday School is scheduled several times during the year. It runs from 8:00 a.m. to 12:00 p.m. (noon). Students may be assigned Saturday School for discipline or attendance infractions. Parents or students may also request Saturday School for academic reasons by contacting the high school office. Saturday School is an opportunity for students to retrieve lost points or grades due to unexcused absences, too many absences or to complete missing tests and/or assignments.

The dates for Saturday School for the school year will be listed in the monthly newsletter. Additional days may be available on teacher workshop days or during the summer.

**Rules and regulations:**

- Report on time with materials, books, etc.
- No pagers, cell phones, candy, food, pop, etc.
- Students need to be quiet, respectful, and busy during the entire scheduled time
- One detention student per table facing the front.
- No hats
- No talking

**Consequences if rules are not followed:**

- The student will be asked to leave.
- The Saturday school time will be doubled
- A conference with the parents will occur.
- Suspension may occur depending on the situation.

**Procedures:** A student should report to the designated room on time or the time will not count. If the student does not attend and a parent/guardian has not called to make other arrangements, the student may be suspended on Wednesday of the next week. This will be considered an unexcused absence and the time may be recovered at Saturday School. This day will be added to the total absences.

**Lunch, before school or after school detention--all rules and consequences discussed under Saturday School will apply.** If a student has lunch detention, the student is allowed to go to the cafeteria and get their lunch. They will bring the lunch to the office, eat, and then do homework until the warning bell rings.

**Credit Recovery**

When a student exceeds their allowable absences in a semester or year course, the student will have the opportunity to make up the time in order to receive the course credit. It is the responsibility of the student to make up the time. If the student fails to make up the time, he/she will receive a letter grade of No Credit (NC) for that course. If the student has exceeded the attendance requirements and is failing the course, at the conclusion of the marking period, a letter grade of F or NC will be issued at that grading period. Credit Recovery can be used for all unapproved and excused absences but only for the first three unexcused absences.

The Credit Recovery Program will begin at the first Saturday School assigned in October and the last day of the school year. All NC's because of attendance that are not made up by the end of June, will remain NC's or F's. Graduation could be in jeopardy so plan appropriately. Students are making up time by reviewing and completing task from individual classes. If class work is completed, students will read for enjoyment. Any questions should be directed to the office.

## **\*DISCIPLINE\***

### **Discipline - General Statement**

It is the position of the school district that a fair and equitable district wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy. **These rules and consequences may include behavior off campus if the behavior is directly connected to the school.**

### **Consequences for Breaking School Rules**

When assigning a consequence for a student's poor or impulsive choice of behavior, the seriousness of the behavior and number(s) are taken into account. In many cases a warning is appropriate; in many cases something more severe is appropriate. Disciplinary consequences will be administered in a fair, impartial, appropriate, and consistent fashion. The following is a list of potential consequences, which can be used singularly or in combination. It is not necessarily a complete list.

- ~verbal warning
- ~informing parents/guardian
- ~meeting with parents/guardian
- ~restriction(s) from certain areas for activities
- ~assigned to "no pass" list
- ~assigned to perform tasks of restitution or replacement
- ~detention (one hour after school from 3:07-4:00 p.m.)
- ~removal from class (1-5 periods)
- ~dismissal from school (1-2 days)
- ~Saturday School (1-4 hours may be assigned)
- ~suspension from school (out of school), or suspension from student body and classes (in school), (1-10 days).  
Suspension involves loss of grade or credit.
- ~expulsion (removal from school) for up to 1 year

(An apology is a way for a person to admit they were wrong and try to make things right; a sincere apology is a strong and classy act. However, an apology is never a discipline.)

### **~Definitions of School Discipline Responses**

Listed below are definitions for the most commonly used responses by school staff toward students who violate school behavior standards. All responses are in accordance with the MN State Statute 121A.61.

**Student Conference** is a verbal interaction between a school staff member and a student. It may be as informal as a conversation between a teacher and a student in the hallway or as formal as a scheduled meeting between the principal and student in the principal's office.

**Notification of Parent or Guardian** is a conversation (in person or by telephone) and/or written contact between a school employee (usually a teacher, classified staff member or administrator) and a student's parent or legal guardian.

**Parent Conference** is a scheduled meeting between a school employee and a student's parent or legal guardian.

**Detention** is a requirement for a student to remain in school or attend school outside normal school hours.

**Loss of Privileges** means that a student's misconduct or bad behavior may result in the loss of certain student privileges which may include but are not restricted to the following: attendance at games, events, lyceums, or being allowed after school, etc.

**Removal from Class** is any action taken by a teacher, principal or other district employee to prohibit a student from attending class or activities for a period of time.

**In-School Suspension** is an action taken by the school administration to prohibit a student from attending one or more school classes or activities for a period of time.

**Dismissal** is dismissing a student from school for less than one day.

**Out-of-School Suspension** is an action taken by the school administration to prohibit a student from attending school for a period of time from one to ten days.

**Expulsion** is an action taken by the school board to prohibit a student from attending school for a period not to extend beyond the school year.

**Exclusion** is an action taken by the school board to prevent enrollment or re-enrollment of a student for a period not to extend beyond the school year.

### **~Other Responses**

**Fine** is a financial penalty assessed of a student by the school.

**Notification of Police** is contact by the school administration with the local police department to inform them about an illegal misbehavior engaged in by a student.

**Reasonable Force** may be used by a teacher or other school employee when necessary to restrain a student or prevent harm to another.

**Restitution** is compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.

**Search and Seizure:** If the principal has reason to believe that an illegal act or violation of school rules has been committed, or is about to be committed, the administrator is authorized to search the student and her/his personal property, and/or any school district property used by the student, and seize any item the possession of which is specifically prohibited by law or these regulations.

Whenever feasible, the student, another school employee and/or police officer shall be present when the student's property is being searched.

General search of school properties including, but not limited to, lockers or desks may occur at any time, and items belonging to the school may be seized. All items seized shall be given to the proper authorities or returned to the rightful owner.

### **~Related Definitions**

**Pupil Fair Dismissal Act (Minnesota Statutes 121A.40-121A.56):** Details due process procedure which must be followed by district officials to suspend, expel or exclude a student.

### **Suspension, Expulsion, Exclusion - MN Statute 121A.40 to 121A.56**

Occasionally it becomes necessary to suspend or expel a student from school. In this event all procedures will be governed by MSA 121A.40 through 121A.56, more commonly known as the Minnesota Fair Pupil Dismissal Act. Under the provisions of this law, students may be suspended or expelled from school for any of the following reasons:

1. Willful violation of any reasonable school board regulation.
2. Willful conduct which materially and substantially disrupts the rights of others to an education.
3. Willful conduct which endangers the student or other students or school property.

Students may be summarily suspended or removed from school for one day by the principal. Students may be suspended for two to five days by the principal following a brief hearing in the office. Expulsion may be imposed by the school board upon recommendation by the administration. Expulsions may be for the remainder of the school year or less and may occur after the school board has provided due process in accordance with the law.

### **~Students of Disability**

1. The individual education plan (IEP) for students suspended or expelled will be assessed for possible adjustment during the term of alternative education decided upon by the district.
2. Consideration as to whether there is need for further assessment of the students suspended or expelled or otherwise excluded shall be accomplished.



3. The individual education plan team will meet within 5 days of any suspension/expulsion/exclusion and determine whether the misconduct is related to the handicapping condition.

### **~Expected Behaviors at Parkers Prairie High School**

Each of your teachers will discuss and explain their expectations for you in their classroom. We feel that the higher our expectations, the greater the opportunity for you to be successful. This involves both expectations of behavior or expectations of learning and growing as a student and a person.

We expect to have an educational environment for all our students. We expect all our students to feel safe, cared about, and aware that as a school and as teachers, we have no greater concern than your welfare as a student and as a person. The following general guidelines will help insure that our school can best function to the advantage of all students and staff.

1. Be in class on time.
2. Be prepared for class.
3. Bring all required materials to class; books, paper, pencils, gym clothes, etc.
4. Show respect; do not engage in activities that disturb learning opportunities for others.

## **RULES OF CONDUCT**

### **A. Assault (See the Harassment/Bullying and Violence Policy.)**

1. **Verbal:** Frightening others with words that are discriminatory, abusive, obscene or threatening toward others will not be tolerated. This includes any profanity or vulgarity in language or actions. Consequences will range from a warning to possible suspension and/or charges of Disorderly conduct by the police department.
2. **Physical:** Actions that physically hurt someone, or purposely hurt someone. Hitting, kicking, etc. will not be tolerated. Consequences will range from an automatic out-of-school suspension of 2-10 days with time made up in Saturday School to recommendation for expulsion and/or referral to the police department. \*"Depantsing" is a form of harassment and will generally be given 1-3 days of suspension, but could lead to more depending on the severity.
3. **Cyber:** Cyber bullying or harassment will not be tolerated. All bullying consequences will be enforced for cyber bullying.

### **B. Chemical Misuse (See the Dangerous, Harmful and Nuisance Substances and Articles Policy.)**

1. **Alcohol:** Students using, possessing, distributing or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities will result in disciplinary action (see consequences listed at the end of this section).
2. **Drugs:** (\*Students must leave all prescription medications and over-the-counter medications in the office.) Students using, possessing, distributing or being under the influence of illegal drugs or narcotics (or look-alike) at school, on school grounds, or at school sponsored events will result in disciplinary action.

#### **~Consequences of chemical misuse:**

- a. Initial suspension from school for 5-10 days;
  - b. Contact the police department;
  - c. Meet with the principal, parent/s and student;
  - d. Depending on the severity, a request could be made for expulsion.
3. **Tobacco:** Tobacco use or possession by students is prohibited at school, on school grounds, or at school sponsored activities. Tobacco use or possession by students will result in disciplinary action. (1st offense--3 days of suspension and notification to the law enforcement, 2nd offense--3 day suspension and notification to the law enforcement, 3rd offense--5 days, law enforcement notification and smoking cessation classes. Four or more violations will require suspension and a parent meeting with the administration to discuss further action.)
  4. **Harmful or Nuisance Articles or Inhalants.** The possession or use of articles or inhalants that are nuisances, illegal, or that may cause harm to persons or property, are prohibited at school and at school sponsored activities and will result in disciplinary action (see consequences listed at the end of this section).

**~Consequences of chemical misuse:**

- a. Initial suspension from school for 3-10 days;
- b. Contact the police department;
- c. Meet with the principal, parent/s and student;
- d. Depending on the severity, a request could be made for expulsion.

**C. Weapons Violation. (See Weapons and Assault Policy)**

1. **Ammunition:** Possession of bullets or other objects designed to be used in a weapon or as a weapon is prohibited.
2. **Explosives:** Possession or using anything which most common purpose is to explode (this includes items which duplicate sounds or smells of explosives, such as fireworks, Nitro Snappers or stink bombs).
3. **Weapons or look-alike-weapons (possession or use):** Having a knife, gun or other object which may be used to inflict injury on self or others is prohibited. The state guidelines call for a one year expulsion for this violation.

**~Consequences of a weapons violation:**

- a. Initial suspension from school for 1-10 days;
- b. Contact the police department;
- c. Meet with the principal, parent/s and student;
- d. Depending on the severity, a request could be made for expulsion.

**D. Other Possible School Infractions.**

1. **Arson:** Students who possess or use matches or lighters will be subject to possible criminal charges, suspension, detention, and/or restitution. Matches and lighters will be confiscated and not returned and a minimum of 2 hours of detention will be assigned.
2. **Bomb or Terroristic Threats:** Students making bombs or terroristic threats will be subjected to criminal charges, initial suspension with the recommendation of expulsion.
3. **Bullying:** Students who bully other students will be dealt with as indicated in the bully/hazing policy p. 24-34.
4. **Cheating (includes plagiarism, copying all or part of another's paper, etc.):** Students caught cheating will be disciplined by the teacher which could include failure of the class. There will also be a report made to the principal as stated in the Cheating Policy.
5. **Failure to Identify Oneself.** Failure to provide proper identification upon request of a staff member is unacceptable behavior and may result in disciplinary action.
6. **Laser pointers are not allowed:** Violation will extend from detention to three days of suspension depending on the incident.
7. **Records or Identification, Falsification:** Not giving your real name when asked or signing someone else's name (altering or forging a signature) is against school policy and will result in detention.
8. **Trespassing:** Being in the districts buildings, on school grounds (including the parking lot), or in a school bus when you are not supposed to be there is not acceptable and will result in disciplinary action.
9. **Damage to School or Personal Property/Theft: (Includes burglaries, robbery or extortion.)** Students caught vandalizing or stealing will be subject to possible criminal charges, suspension, detention, and/or restitution of stolen or damaged property.
10. **Driving, Careless or Reckless:** Students driving on school property in a way that causes danger to others or to property will be subject to criminal charges, possible detention or suspension, and restitution or property.
11. **False Fire Alarm:** Saying there is a fire or setting off a fire alarm when there is no fire, or tampering with any fire alarm. Law enforcement will be notified and a three day suspension will be given. This will include 3 Saturday School assignments.
12. **Fake call/note:** Faking a call or note will result in 4 hours of Saturday School for the first offense, suspension thereafter.

- 13. Gambling is prohibited on school property or at school-sponsored activities:** Students who engage in gambling on school property or at school related activities will be subject to possible disciplinary action. **Cards are not allowed unless used as an educational tool by an instructor.**
- 14. Insubordination/Disrespect:** Students who do not listen to a staff member, refuse to obey a staff member, or prevent a staff member from performing their job will be considered insubordinate and will be subject to detention, removal from school or suspension.
- 15. Skipping School--on or off campus:** Students who are absent for all or any part of the day, including nonattendance of scheduled classes or assemblies, whether in the building or off school property, will be subject to detention (the time assigned to Saturday School will be doubled), removal from school or suspension.

**\*Note: The listed behaviors and consequences are to be used as a guide and are not intended to be all-inclusive. School officials have considerable discretion regarding matters of student discipline. Depending on the incident and notwithstanding any provision in the discipline policy, a violation by a student may result in loss of privileges, suspension, expulsion or other discipline.**

**\*All suspensions (in-school or out-of-school) will require 4 hours of Saturday School per day or there will be a loss of grades for all school work during the time out of class.**

\*If you have questions or concerns, please call 338-6011 ext. 152.

## PARKERS PRAIRIE HIGH SCHOOL POLICIES

Six school policies are included in this handbook (for all other policies, please contact the office or consult our website): [www.isd547.com](http://www.isd547.com)

1) Cheating Policy 2) Chemical Usage 3) Harassment 4) Hazing/Bullying 5) Locker Searches 6) Weapons Violation

### (7 & 8) CHEATING POLICY

It is the belief of District 547 that all students can be successful. It is also the belief of District 547 that students should attain that success without cheating. District 547 understands that the pressure to cheat and the pressure to allow cheating can sometimes be very compelling, but it is always wrong. With much discussion and thought, District 547 has adopted a three tier cheating policy (above and beyond each teacher's specific cheating policy and consequences). Consequences shall be cumulative beginning with seventh grade and continuing through the eighth grade of the student's attendance at Parkers Prairie.

\* First offense: report to the office and a meeting between student, parent, teacher, and principal. (This is above and beyond the teacher's classroom consequences.)

\* Second offense: report to the office, one (1) day of in-school suspension, one Saturday School assignment, and a meeting of the student, parent, teacher, principal, and superintendent. (This is above and beyond the teacher's classroom consequences.)

\* Third offense: report to the office, three (3) days of suspension, three (3) Saturday School assignments, and a meeting with the student, parent, teacher, principal, superintendent and the school social worker or school psychologist. (This is above and beyond the teacher's classroom consequences.)

### (9-12) CHEATING POLICY

It is the belief of District 547 that all students can be successful. It is also the belief of District 547 that students should attain that success without cheating. District 547 understands that the pressure to cheat and the pressure to allow cheating can sometimes be very compelling, but it is always wrong. With much discussion and thought, District 547 has adopted a three tier cheating policy (above and beyond each teacher's specific cheating policy and consequences). Consequences shall be cumulative beginning with ninth grade and continuing through the twelfth grade of the student's attendance at Parkers Prairie.

\* First offense: report to the office and a meeting of the student, parent, teacher, and principal. (This is above and beyond the teacher's classroom consequences.)

\* Second offense: report to the office, one (1) day of in-school suspension, one (1) Saturday School assignment, and a meeting of the student, parent, teacher, principal, and superintendent. (This is above and beyond the teacher's classroom consequences.)

\* Third offense: report to the office, three (3) days of out-of-school suspension, three (3) required Saturday School attendances, meeting with the student, parent/s, teacher, principal, superintendent, and the school social worker or psychologist, ineligible for scholarships awarded by the Dollars for Scholars committee, and ineligible for academic awards including, but not limited to, the National Honor Society, the honor roll, top ten or equivalent and the Dan Duda award. (This is above and beyond the teacher's classroom consequences.)

## USE OF MOOD ALTERING CHEMICALS BY STUDENT PARTICIPANTS IN MINNESOTA STATE HIGH SCHOOL LEAGUE ACTIVITIES

### Rules:

During the calendar year, regardless of the quantity, a student shall not:

- (1) use or consume, have in possession, buy, sell, or give away a beverage containing alcohol;
- (2) use or consume, have in possession, buy, sell, or give away tobacco;
- (3) use or consume, have in possession, buy, sell, or given away marijuana or any controlled substance defined by law as a drug.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor when the student is not on school property.

### Categories of Activities

- A. **Category I Activities:** Those Minnesota State High School League sponsored activities in which Parkers Prairie High School has a schedule on interscholastic contests, exclusive of League sponsored tournaments.

Athletic Activities: As listed in the Athletic Rules of the Official Handbook.

Fine Arts Activities: Debate.

Speech Activities including One Act Play when a school schedules a season of interscholastic contests.

- B. **Category II Activities:** Those Minnesota State High School League sponsored activities in which Parkers Prairie High School does not have a schedule of interscholastic contests, exclusive of League sponsored tournaments.

Fine Arts Activities: Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.

Cheerleading Activities

Music Activities

### Penalties and Recommendations for Category I Activities

- A. First Violation:

1. Penalty: after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

- B. Second Violation:

1. Penalty: after confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or three weeks, 21 calendar days, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

- C. Third or Subsequent Violation:

1. Penalty: after confirmation of the second violation, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events, or four (4) weeks, twenty eight (28) calendar days, whichever is greater in which the student is a participant.

2. If after a third or subsequent violation, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering the program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

D. Penalties shall be cumulative beginning with and throughout the student's participation on a Junior High or High School team.

E. Make up of Suspension at End of Season or Between Seasons:

Any student participating in a MSHSL Category I Activity who violates the above rules at the end of one season or between seasons, shall make up the remainder of the suspension during the next regular season of an activity in which that student has participated during the past year.

Any student who participates in a new MSHSL Category I Activity, prior to the next regular season or between seasons, shall make up the remainder of the suspension during the season of the new activity provided that the student successfully completes the whole seasons for the new activity.

### **Penalties for Category II Activities**

A. First Violation

1. Penalty: After confirmation of the first violation, a student shall lose eligibility for the next interscholastic event.

B. Second Violation

1. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next two (2) interscholastic events.

C. Third Violation

1. Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next four (4) consecutive interscholastic events.

D. Penalties shall be cumulative beginning with and throughout the student's participation in a Junior High or High School Category II Activity.

**Adopted: 4-16-84**

**Revised: 6-15-99**

**Revised: 6-20-00**

## HARASSMENT AND VIOLENCE POLICY

(Note: This policy is required by statute. This form of policy has been reviewed and approved by the Department of Education in compliance with the mandatory legislation.)

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of Independent School District No. 547 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

#### A. Sexual, Harassment; Definition.

- 1. 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:
  - a. 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; or
  - b. submission to or rejection of that conduct of communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. 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.
- 2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. 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;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- e. 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; or
- f. unwelcome behavior or words directed at an individual because of gender.

**B. Racial Harassment; Definition.**

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

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

**C. Religious, Harassment; Definition.**

Religious harassment consists of physical or verbal conduct that is related to an individual's religion when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

**D. Sexual Violence; Definition.**

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

**E. Racial Violence; Definition.**

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

**F. Religious Violence; Definition.**

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.



**G. Assault; Definition.** Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another, or
3. the threat to do bodily harm to another with present ability to carry out the threat.

**IV. REPORTING PROCEDURES**

**A. To Make a Report**

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

**B. In Each School Building**

The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

**C. In the District.**

The School Board hereby designates the Superintendent as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the School Board Chairperson.

1. The School District shall conspicuously post the name of the Human Rights Officer(s), including mailing addresses and telephone numbers.
2. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
3. Use of formal reporting forms is not mandatory.
4. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

**V. INVESTIGATION**

- A. By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**VI. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, a referral to mental health professional, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.
- B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

**VII. REPRISAL**

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may be filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. #626.556 may be applicable.
- B. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted **throughout** each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The School District will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

**\*Policy Supplement**

ISD 547 is committed to the elimination and prevention of harassment (sexual, racial and religious) and student or staff hazing (M.S. 127.46 and M.S. 127.465)

To reach this goal, the district will provide (1) staff development for identification and prevention, (2) classroom curriculum and instruction, (3) student services, and (4) student, staff and community participation. All these strategies will be designed to help prevent hazing, harassment (sexual, racial and religious) and violence.

**I. Plan for In Service in the Identification and Prevention of Harassment, Hazing and Violence**

After adoption of the Harassment and Hazing policies, all of the district employees, contracted program staff and volunteers will receive an initial training which will include:

- a. Definition of harassment (sexual, racial and religious), hazing and violence.
- b. Explanation of the district policies and grievance procedures.
- c. Legal prohibitions and consequences for violations of the policies.
- d. Pertinent examples of sexual, racial and religious harassment and violence, and hazing.
- e. Overview of harassment, hazing and violence prevention curriculum and resources for educators and parents.

New employees and others who come into contact with learners will receive initial training soon after they begin their responsibilities with the district. Every effort should be made to include the entire district staff in the initial training: administrators, early childhood through adult teachers, aides, office staff, custodial staff, food service workers and bus drivers, etc.

Each subsequent year, ISD 547's employees, contracted program staff and volunteers will be provided with additional training opportunities that will restate the district's commitment to provide harassment and hazing free working and learning environment and provide the staff with opportunities to broaden their knowledge of the issues related to sexual, racial, religious harassment and violence, and hazing. Some examples of subject for in service training include: "the images of females and males in the media and in advertising," "societal expectations of males and females and the resulting impact on behavior," "spouse battering and family violence in the O.S.," "what is the role of language in sexism?," "historical influences which perpetuate sexism and heterosexism in the legal system and in American life," "how to make the curriculum inclusive of both females and males," "historical implications of race, sex and class," "progress on the multicultural/gender fair/disability aware inclusive education plan and implications for improving the climate in our school," "Twenty-five years with Title IX, how does our school rate and what did our self evaluation show?"

**II. Plan for Classroom Curriculum and Instruction in the Identification and Prevention of Harassment (sexual, racial and religious) and Hazing, and Violence**

Upon the adoption of ISD 547's policies prohibiting harassment and hazing, all students will receive age appropriate information which includes the following:

- a. A copy of the district's policies on harassment and on hazing.
- b. An explanation of the policies and their purpose.
- c. A definition of the terms in the policies.
- d. Instruction in what to do if one is a victim, a bystander, or a person who commits acts of harassment, hazing or violence.
- e. A clear delineation of the sanctions against anyone found to have been a person who committed acts of harassment, hazing or violence.
- f. A safe and supportive forum for discussion by the students of the issues involved in harassment, hazing or violence.
- g. Age appropriate curriculum for the classroom on these topics which will include how to treat each other with courtesy and respect

**III. Plan for Student Services in the Identification and Prevention of Harassment, Hazing and Violence**

Upon the adoption of ISD 547's policies prohibiting harassment (sexual, racial and religious); and hazing and violence, a plan will be made to provide staff and students with student service professionals (such as counselors, school nurses, social workers and psychologists) who will:

- a. Provide support services to help individuals determine whether or not an experience may have violated either of these school policies.
- b. Provide counseling and other support services to help persons who are the target of these activities to cope with lowered self-esteem.
- c. Provide consultation and support to enable individuals to file a complaint regarding an accusation, when an appropriate.
- d. Provide support services to perpetrators or victimizers to deal with their dominance issues.
- e. Provide referral services to other agencies or organizations when needed to meet the needs of individuals.

These services can be provided within the education system or in cooperation with other community agencies.

**IV. Plan for Student, Staff and Community Participation on the Identification and Prevention of Harassment and Hazing and Violence**

Community representatives will be actively involved in the development of policies and programs relating to harassment, violence and hazing.

Parents will be informed of ISD 547's policy prohibiting these activities by the inclusion of information about the policies and procedures for filing grievances and complaints in printed materials sent home with students who are under 18 years of age.

Members of the community will be informed by the publication of ISD 547's policies in the local newspaper.

In addition, there will be a continuing effort to provide opportunities for further community participation on the issues related to harassment, hazing and violence through its inclusion in Parent Teacher Student Association programs or other public forums. Other organizations could be approached as well.

**Legal References:** Minn. Stat. 127.46 (Sexual, Religious and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
Minn. Stat. 626.556 et seq. (Reporting of Maltreatment of Minors) 42 U.S.C. 2000e et seq. (Title VII of the Civil Rights Act)

**Adopted: 8-19-93**  
**Revised: 10-23-97**

**DISCRIMINATION, RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, HAZING, AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.**

CONTACT: DISTRICT 547 HUMAN RIGHTS OFFICERS  
The Elementary Principal, the High School Principal or the Superintendent  
411 SOUTH OTTER AVENUE, PO BOX 46  
PARKERS PRAIRIE, MN 56361-0046  
PHONE: 218-338-6011, Ext. 151

RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND HAZING REPORT FORM FOR INDEPENDENT SCHOOL DISTRICT NO. 547

**GENERAL STATEMENT OF POLICY PROHIBITING HARASSMENT AND HAZING**

Independent School District No. 547 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Date of Alleged Incident(s) \_\_\_\_\_  
Circle as appropriate hazing/ sexual/ racial/ religious

Name of person you believe harassed or hazed you \_\_\_\_\_

List of any witnesses that were present  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages, if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or hazed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature Date

\_\_\_\_\_  
Received by Date

**\*\*\*ATTENTION\*\*\***  
**DISTRICT 547 POLICY AGAINST RELIGIOUS,  
RACIAL AND SEXUAL HARASSMENT,  
HAZING, BULLYING AND VIOLENCE**

1. Everyone at District 547 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a. name calling, jokes or rumors;
  - b. pulling on clothing; lifting a shirt, snapping a bra or pulling down pants
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
  - h. hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the superintendent.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officers.
5. Your right to privacy will be respected as much as possible.
6. We take all reports seriously of religious, racial or sexual harassment, hazing or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment, hazing and violence.

\*Complete policies are available in the Superintendent's Office upon request.

## **BULLYING/HAZING PROHIBITION**

**[Note: The Commissioner of the Department of Education approved Model Policy 514 Bullying Prohibition and 526 ñ Hazing Prohibition as the State's Model Policy.]**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY:**

Clarification regarding bullying: An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing or bullying.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing or bullying.
- C. Apparent permission or consent by a person being hazed or bullied does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. Retaliation against a victim, good faith reporter, or a witness of bullying or hazing is prohibited.
- F. False accusations or reports of bullying or hazing against another student are prohibited.
- G. A person who engages in an act of bullying or hazing, reprisal, or false reporting of bullying or hazing or permits, condones, or tolerates bullying shall be subject to discipline for the act in accordance with school district's procedures. The school district may take into account the following factors:
  - 1. The developmental 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.Consequences for students who commit prohibited acts of bullying or hazing may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying or hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- H. The school district will act to investigate all complaints of hazing/bullying 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.

### III. DEFINITIONS FOR BULLYING

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
1. Harming a student;
  2. Damaging a student's property;
  3. Placing a student in reasonable fear of harm to his or her person or property; or
  4. Creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible but in no event longer than 48 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

### IV. DEFINITIONS for HAZING

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### V. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing/bullying or any person with knowledge or belief of conduct which may constitute hazing/bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing/bullying at the building level. Any person may report hazing/bullying directly to a school district human rights officer or to the superintendent.



- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing/bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing/bullying shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing/bullying will not affect the complainant or reporter's future employment, grades or work assignments.

**VI. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing/bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing/bullying.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent/s or guardian/s of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

**VII. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing/bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**VIII. DISSEMINATION OF POLICY**

This policy shall appear in each school's student handbook and in each school's building and staff handbooks and/or our website.

Revised: 7/21/09

## **SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON**

### **I. PURPOSE**

The purpose of this policy is to provide a safe and healthful educational environment by enforcing the school district's policies against contraband.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Lockers and Personal Possessions within a Locker.**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

#### **B. Desks**

School desks are the property of the school district. At no time does the school district 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.

#### **C. Personal Possessions and Student's Person**

The personal possessions of students 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.

#### **D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.**

### **III. DEFINITIONS**

A. "Contraband" means any unauthorized item or possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes", alcoholic beverages, controlled substances and "look-alikes", overdue books and other materials belonging to the school district and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of School district policy, rules and or/laws. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member a student's suspicious behavior and a student's age and past history or record of conduct, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, reliability of the information, the necessity of acting without delay and the age of the student.

#### **IV. PROCEDURES**

- A. School officials may inspect the interior lockers and desks for any reason at any time without notice, without student consent and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless a disclosure would impede an ongoing investigation by police or school officials
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

#### **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pinups and posters which may constitute sexual harassment, etc.

#### **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

#### **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

**Legal References:** O.S. Constitution, Fourth Amendment  
New Jersey v. T.L.O. 469 O.S. 325, 105 S.Ct. 733,83 L.Ed.2d720 1985  
Zamora v. Pomeroy, 639 F.2d 662 (10th Cir. 1981)  
Minn. Stat. 127.47 (school locker policy)

**Adopted: 8-20-96**

**Revised: 6-20-00**

## SCHOOL WEAPONS POLICY

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

### III. DEFINITION

#### A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains, arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above that is a facsimile of a real weapon.
3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

**B. "School Location"** includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school contracted vehicles, the area of entrance or departure from school premises or events, and all school related functions.

**C. "Possession"** means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

### IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a non-student falls within one of the following categories:

1. licensed peace officers, military personnel, or students participating in military training, who are performing official duties;
2. persons who carry pistols according to the terms of a permit;
3. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, Sections 624.714 and 624.715 or other firearms in accordance with Section 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; or (2) unloaded and in the closed trunk.
- 4. firearm safety for marksmanship courses or activities conducted on school property;
  - 5. possession of dangerous weapons, BB guns, or replica firearm by a ceremonial color guard;
  - 6. a gun or knife show held on school property; or
  - 7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal.
- C. Policy Application to Instruction Equipment/Tools  
While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and as similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or Non-students. Such equipment and tools when properly possessed, used and stored shall not be considered in violation of the rule against possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

**V. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION**

- A. The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
  - 1. immediate out-of-school suspension;
  - 2. confiscation of the weapon;
  - 3. immediate notification of police;
  - 4. parent or guardian notification; and
  - 5. recommendation to the superintendent of dismissal for not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion  
While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent, may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON STUDENTS**

- A. Employees
  - 1. An employee who violates the terms of this policy is subject to disciplinary action, including non renewal, suspension, or discharge as deemed appropriate by the school board.
  - 2. Sanctions against employees, including non renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
  - 3. When an employee violates the weapons policy, law enforcement may be notified as appropriate.

B. Other Non Students.

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**Revised: 6-20-00**