



Sauk Centre Secondary School Student/Parent Handbook 2018-2019

Home of the Mainstreeters



BOARD OF EDUCATION

Brad Kirckof John Rasmussen
Mike Bushard Vicki Pfeffer
Margy Umhoefer Sarah Abel
Ed Gruenes

ADMINISTRATION

Pat Westby Superintendent
Sheila Flatau Secondary Principal
Amy Millard Elementary Principal
Lucas Kosters Assistant Principal

PHONE DIRECTORY

Activities/Community Ed 352-3819
Bus Garage 352-2365
District Office 352-2284
Elementary Office 352-6521
7-9 Office 352-2285
10-12 Office 352-2856

SECONDARY SCHOOL FACULTY

Scott Bergman	Math/Activ. Director	Scott Pearson	Industrial Technology
Dana Boschee	English	Emily Reller	Math
Todd Broich	DAPE, Phy Ed	Brian Riley	Science
Kelly Buysse	Spanish	Jeff Ross	Social Studies
Spencer Carpenter	Social Studies	James Schreiner	Social Studies
Tammy Christensen	Special Education	Margaret Shelby	Language Arts
Sara Christenson	Science	Ryan Stadvold	Special Educatio
Hayley Endersbe	Counselor	Katie Swanson	Science
Mike Ellens	Science	Judy Viere	Spanish
Apryl Fischer	Art	Melissa Vorderbruggen	Band
Jacob Fischer	Industrial Tech	Charlie Warring	Health, Phy-ed
Adam Gruendemann	Choir	Kellie Wehrman	Math
Laurie Garcia	Special Education	Nancy Weyer	Special Education
Amy Goodwin	FACS	Todd Ziemer	Social Studies
Gordy Hagert	Media Speci./Integrationist		
Barb Hartmann	Language Arts		
Kelsey Herickhoff	Math		
Chuck Leen	Language Arts		
Kearina Maher	Math		
Becki Marthaler	Technology		
Tami Middendorf	Agriculture		
Cindy Montbriand	Language Arts		

PowerSchool Parent Access
<http://64.8.187.14/public>

Sauk Centre Public Schools
<http://www.isd743.org>

Follow us on Twitter!
@SCSecondary
@SCMainstreeters

Instant Alert
<https://instantalert.honeywell.com>

DAILY TIME SCHEDULE

“A” Days

Grades 7, 8, 9

Period 1 8:20-9:30
Period 2 9:36-10:47
Lunch 10:47-11:17
Period 3 11:17-12:27
Period 4 12:33-1:43
Period 5 1:49-3:00

Grades 10, 11, 12

Period 1 8:20-9:30
Period 2 9:36-10:47
Period 3 10:53-12:03
Lunch 12:03-12:33
Period 4 12:33-1:43
Period 5 1:49-3:00

ADVISORY TIME SCHEDULE

“B” Days

Grades 7, 8, 9

Period 1 8:20-9:24
Advisory 9:30-9:55
Period 2 10:01-11:06
Lunch 11:06-11:36
Period 3 11:36-12:40
Period 4 12:46-1:50
Period 5 1:56-3:00

Grades 10, 11, 12

Period 1 8:20-9:24
Advisory 9:30-9:55
Period 2 10:01-11:06
Period 3 11:12-12:16
Lunch 12:16-12:46
Period 4 12:46-1:50
Period 5 1:56-3:00

SAUK CENTRE SECONDARY SCHOOL
903 STATE ROAD 320.352.2856 www.isd743.org

2018-2019 Theme:

“From athletes to mathletes, standards we exceed. From kids to adults, we succeed and lead!”

SAUK CENTRE SCHOOL DISTRICT MISSION STATEMENT

Our mission is to prepare all students to be responsible, self-directed learners who respect others, achieve excellence, and contribute to society.

SAUK CENTRE SCHOOL DISTRICT BELIEF STATEMENTS

Curriculum

Provide a variety of classroom settings and curricular offerings that give every student the opportunity to learn and be successful.

School Environment

Establish a safe and nurturing school environment which provides guidance and support for students and staff.

Respect

Teach each student to respect the beliefs, rights, and differences of self and others by accepting diversity, displaying courtesy, and showing appreciation.

Responsibility

Teach each student personal responsibility and an understanding of the impact of their actions and decisions.

Standards

Establish high expectations in order to attain quality achievement from students and staff.

Community

Provide a partnership in education, emphasizing the shared responsibility between school and community.

Technology

Integrate technology as a resource and tool for teaching and learning to prepare each student for participation in an ever changing society.

TABLE OF CONTENTS

Academic Eligibility, Academic Integrity (Cheating)	5
Activity Cards, Activity Fees Activity Participation, Loss of Eligibility	6
Athletic Locks, Attendance Policy	7
Background Checks, Backpacks	9
Building Use, Bullying Policy, Bus Transportation and Trips	10
Cafeteria, Cell Phones, Chemical Use,	11
Closed Campus, College in the Schools (CIS)	12
Data Privacy, Discipline Policy	12
Discrimination Procedure, Dress Code, Emergency Drills	15
Family Night, Fees, Food Deliveries	16
Grade Report/Scale, Graduation Ceremony,	16
Graduation Requirements	16-17
Hallway Passing Rules, Harassment Policy, Hazing Policy	17
Health Services, Home Schools	18
Honor Students, Honor Roll, Instant Alert	18
Insurance, Internet Policy	18
Lockers, Lost and Found, Lunch Accounts, Media Center	18
MN Assessments, Office Policies, Online Learning	19
Parking Rules, Pledge of Allegiance	19
Post Secondary Education Option (PSEO), PowerSchool Access,	19
Prom, Recognizing Students, Schedule Changes	20
School Closing, Social Functions, Spectator Conduct	21
Student Records, Student Standing	21
Study Hall, Supervised Areas, Tennessen Warning	21
Transfers, Valedictorian and Salutatorian, Video, Visitors	22
Weapons Policy, Work Study, 18 year olds	22
Appendix	23

In the event of unique or unusual circumstances, or situations not specifically addressed, the administration reserves the right to make additional determinations.

Dear Students and Parents,

Welcome to Sauk Centre Secondary School - Home of the Mainstreeters! We are thrilled you are a member of our student body and school family for the 2018-19 school year! Each school year presents new opportunities to learn, get involved in school life, and experience success. We hope you take advantage of these opportunities. Our staff is committed to helping students in their pursuit of academic excellence and personal growth. It is our goal that each student leaves our school confidently prepared for their next step in college or career.

While we believe that your school experience should provide you with the opportunity to achieve in various academic areas, we also want your school experience to include an opportunity to develop skills beyond the classroom. When you graduate, we hope that you to have mastered the skills needed to prepare you for life-long learning. These skills include the ability to problem-solve, collaborate, and communicate.

<p>Sauk Centre Secondary School Vision Statement <i>We envision a school . . .</i></p> <ul style="list-style-type: none">● Where all students are engaged and instilled with a passion for life-long learning.● Where the climate is respectful and fosters a sense of responsibility in our global community.● Where students acquire basic knowledge as well as the life skills of problem-solving, communication, and collaboration through curricular and technological opportunities.

This student/parent handbook is a living document that we review each year to accurately reflect our policies and procedures. It is intended to inform you of school policies and help guide you in making positive choices. Please take time to read this handbook as it is your responsibility to become familiar with and to follow the rules and regulations. We look forward to partnering with you in making our school climate one where all feel welcomed, safe, and treated with respect.

Your partners in learning,

Sheila Flatau, Secondary Principal

Lucas Kusters, Assistant Principal

ACADEMIC ELIGIBILITY AND ACTIVITY PARTICIPATION

The following rules govern academic eligibility:

- A. A student who receives a failing grade on the quarter report card in any course will lose eligibility for a minimum of two weeks or two contests, whichever is greater. This penalty will begin on the Monday following the mailing of report cards. This applies to interscholastic competition, events, contests, or public appearances. Preschool competition will be counted. This period of eligibility applies to the current season, and/or the season starting prior to the end of the next grading period. It also applies to fall activities if the student failed a course the previous fourth quarter.
- B. Any student wishing to regain eligibility must provide the office with the correct form, including instructor signatures, verifying that the student is passing all classes.
- C. A student may apply for eligibility at any time following the two week penalty.
- D. Academic eligibility rules apply to each of the school sponsored activities listed below.

Activities

- a. All athletics
- b. Band/Choir
- c. Speech/Drama/Theatre
- d. FFA

Physical Examination and Parent Permit:

- A. Any student who intends to participate in high school interscholastic athletics must have on file in the school (Athletic Director's Office) a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required. All seventh graders, all new students who do not have records in our files, and all students who haven't had a physical within the last three years will be required to have a physical examination from the doctor of their choice before being able to participate in interscholastic athletics.
- B. All students participating in school sponsored activities are subject to Minnesota High School League Rules. Please refer to the Minnesota High School League Manual located in the Athletic Director's Office.
- C. **Additional eligibility rules:**
 - a. No selling or distribution of any alcohol or drugs.
1st offense: Immediate dismissal from the team for the remainder of the season.
 - b. Every athlete will meet the rules and requirements of the MSHSL.
 - c. Any student in violation of the chemical possession rule on school property will be assessed the same penalties stated in the Eligibility Guidelines established by the local school board.
- D. **Other policies, related to student participation:**

- a. The participation fee for all athletic activities must be paid.
- b. Equipment issue slips must be submitted to coaches before participating.
- c. Student must meet MSHSL and SCSS eligibility requirements.
- d. Students may switch to a different sport only during the first 2 weeks of practice and only 1 switch per season. Switches must be after consultation by the coaches involved and with the approval of the athletic director.
- e. Participation fees will be refunded only during the first 10 days of practice.
- f. Students on suspension programs are ineligible to attend as well as participate in extracurricular activity practices, games, meets, or events on those days.
- g. Students should report all injuries to their coaches as soon as possible.
- h. No student will be allowed to participate in more than one sport per season.
- i. Students in attendance at SCHS at the beginning of a sports season may not join any sport after 22 calendar days from the start of the season. Injury or illness is excluded.

ACADEMIC INTEGRITY

Integrity is essential to excellence in both education and life. Assessments and other school assignments are measures of a student's academic performance. Teachers use these measures to obtain clear and accurate accounting of a student's mastery and understanding of the academic material. Honesty is required to ensure an accurate measurement of a student's academic knowledge. When a student chooses to act in a way classified as academic dishonesty, it is a behavior infraction. The teacher will need to find an alternative way to assess student knowledge. Teachers, parents, students, and administrators will work to identify the root cause of the behavior and help the student learn from the experience.

A. Classifications of Academic Dishonesty

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on class assessments (formative or summative), plagiarism, or collusion.

- a. Copying homework or allowing someone to copy your homework.
- b. Letting your partner do all the work and just putting your name on the final project.
- c. Sharing test questions and/or test answers with other students.
- d. Looking on another's test/quiz or allowing another student to copy your test/quiz.
- e. Substituting other's work as your own with or without the other person's knowledge. (i.e. plagiarism)

- f. Working with others on an assignment that is designed to be completed individually.

B. Consequences for Academic Dishonesty

Academic dishonesty is considered a behavior infraction. All offenses are cumulative for all courses over the student's secondary school academic career. If the behavior warrants it, administration may increase the level of consequences based on the facts and violations of other policies.

D. Procedures for Reporting Academic Dishonesty

- a. If a teacher believes that a student has an academic dishonesty violation, he/she will discuss the incident with the student.
- b. The teacher will complete a discipline incident form and submit it to the principal or designee outlining the violation.
- c. The teacher will inform the parent(s) of the violation.
- d. The teacher will provide an alternate assessment for up to 70% credit. If the student fails to complete it within the timeframe established by the teacher (not to exceed 4 days beyond the violation), the teacher will issue a score of zero. Students enrolled in college courses may receive an automatic zero depending on the policies of the college.
- e. Repeated violations will result in the administration meeting with the student, and parent(s) if required, to review the incident and establish consequences.
- f. All violations will be entered into the student's discipline record.

ACTIVITY CARDS (K-12) \$35.00

Each student may purchase an activity card. The cost of the activity card is \$35.00 for all students, grades kindergarten through twelve. This card will entitle the student to the following:

- A. Admission to all regular season home football, basketball, swimming, wrestling, volleyball, and hockey games (regular season).
- B. Cards may be purchased in the District Office or Community Ed./Activities Office. The cards are nontransferable, nonrefundable, and not replaceable. Admission is only good for regular season events and not for tournaments.

ACTIVITY FEES

ATHLETICS

Grades 9-12 \$150.00
 Grades 7-8 \$ 95.00

NON-ATHLETIC FEES: \$ 60.00 per activity (FFA, Band, Choir, Drama, Speech)

ACTIVITY PARTICIPATION AND LOSS OF ELIGIBILITY

The athletic department believes that by following the rules and procedures listed below, our athletes will create a positive self-image, gain peer acceptance, learn self-control and self-discipline, and establish a positive set of values for future involvement in society. Students in grades 7-9 participating at the varsity, junior varsity, or B squad level will be required to adhere to the Activity Participation rules established for grades 10-12. Participation and Loss of Eligibility in Category I and II Extra-curricular Activities

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.

- A. Any student that is absent for any portion of the school day is ineligible to practice or participate that afternoon or evening. The following exceptions apply:
 - a. Absences due to school activities will be accepted and participation permitted. (This DOES NOT include college visits.)
 - b. Absence due to illness will be allowed if the student is in attendance periods 4 and 5 and brings a doctor's permit to participate.
 - c. Absence due to a medical appointment will be allowed if the student attends a minimum of two (2) periods and brings a card from the appointment.
 - d. Activity participation will not be permitted for college visits unless the visit is deemed necessary by the building principal and prior permission is granted.
- B. Any student absent or tardy the next day following an event in which they participated in will not be allowed to practice or participate that day. This time will be made up in the form of a detention. In emergency situations the Secondary School Principal's discretion will determine eligibility.
- C. Loss of Eligibility - Tobacco, Alcohol and/or Drug Violation
 - a. Category I Activities, whichever is the greater penalty
 - 1. First Offense: 2 events or 14 days
 - 2. Second Offense: 6 events or 21 days
 - 3. Third Offense: 12 events or 28 days
 - b. Category II Activities, whichever is the greater penalty
 - 1. First Offense: 1 event or 14 days
 - 2. Second Offense: 2 events or 28 days
 - 3. Third Offense: 3 events or 42 days

Category II Activities

- A. During the calendar year or during the season of practice, play or rehearsal, regardless of quantity, a student shall not use or possess a beverage containing alcohol, use or possess tobacco, or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in a possession of a legal defined drug specifically prescribed for the student's own use by his or her doctor.
 - a. This applies to all students in grades 7-12
 - b. Activities

1. Band/Choir
 2. FFA
 3. Theatre/Drama
 4. Other appropriate activities as determined by principal.
- B. Penalty for rules violations shall be loss of eligibility for one contest, event, and/or public appearance or two weeks, whichever is greater. Penalties will be doubled for additional violations.
- C. Review of alleged violations - The building principal shall investigate for the facts and render a decision within a reasonable time of alleged violation(s).

*An appeals process can be considered and is defined in the MSHSL handbooks and available in the Activity Director's Office.

Social Media

Student Athletes are expected to use social media in an appropriate manner that reflects the goals and mission of the school. Penalties will be imposed for students who use social media to abuse staff, classmates and/or sports rivals. This policy also prohibits any photos or posts about alcohol, tobacco, drugs and bands racially or sexually explicit language/photos. Penalties will be applied through Code of Conduct Procedures.

ATHLETIC LOCKS

Locks for athletic activities will be issued in the athletic director's office. A \$10.00 deposit will be required for each lock with a refund upon the return of the lock to the athletic director's office. The locks must be returned prior to June 15, and must be the same lock as was issued. All locks used must be school issued locks. Any non-school locks will be cut off for security reasons.

ATTENDANCE: PURPOSE

The school board believes that regular school attendance and participation will affect your grades in most classes.

Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

A. ATTENDANCE: RESPONSIBILITIES

a. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

b. Parent or Guardian's Responsibility

Parents are required to inform the school in the event of a student absence either by phone or in writing. Only absences due to school activities are excused without parental excuse. The school is responsible to report excessive absences to child protection. If your child is absent more than 10 days in a year, or absent more than three consecutive days, we are obligated to ask for medical

verification. Without a note from a physician, the absence will be determined unexcused.

c. Administrator's Responsibility

It is the administrator's responsibility to maintain accurate records. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction law of Minnesota Statute, the students of the school district are REQUIRED to attend all assigned classes every day school is in session.

B. ATTENDANCE: ABSENCES

Minnesota State Law requires that all mentally and physically fit children between the ages of 7 and 18 must attend school every day that school is in session. (Section 19, School Law 1931) The law also requires that school officials and parents enforce the attendance law to ensure that students are in attendance unless absent from school for reasons acceptable to the school. A student absent from school for reasons unacceptable to the school will be counted as unexcused and the student is legally truant. Minnesota Student Truancy Statutes will be enforced.

C. ATTENDANCE: DEFINITION

The school district reserves the right to reasonably determine which absences are either excused or unexcused. The School District will use the following definitions in making this determination:

- a. Absence - An absence is defined as a time when a student does not attend class, regardless of the reason. A student who is missing from a class 20 or more minutes will be considered absent from the period.
- b. Excused absence - An "excused absence" is an absence caused by a condition, event, or incident which is beyond the control of the student, or the student's parent(s) or guardian(s). In order for the absence to be considered excused, a student must have their absence verified with a note, phone call or medical excuse within one week of the date of the absence. The following reasons will be recognized as excused absences.
 1. Illness or injury which prevents the student from attending school or from applying him or herself to studying.
 2. Medical related absences including, but not limited to, appointments for doctor, dentist, orthodontist, etc. will be excused. Students must present appointment cards from the clinic they visited in order to be excused.
 3. Religious instruction not to exceed three hours in any week.
 4. Absences due to participation in school activities occurring during school time.
 5. Serious illness or death in the student's immediate family or close relative.
 6. Court appearances occasioned by family or personal action.

7. College visits will be excused up to two per year in the junior and senior years. These visits must be pre-approved through the Secondary School (10-12) Office in order to be excused.
 8. Parent requested and approved absences. Students will be permitted 5 days of pre-approved parent requested absence each school year. The following procedure will be followed to obtain an excused absence.
 9. A parent/guardian of the student will submit a written request to the principal stating the date(s) or, time(s) of, and the reasons for the absence **at least 5 days prior** to the date of the anticipated request. The student will then receive a pre-approved make up slip.
 10. In order for the absence to be considered excused, a student must have their absence verified with a note, phone call, or medical excuse within one week from the date of the absence.
 11. The principal may waive the 5 day cumulative maximum, if, in his or her judgment, the reason is sufficient. Requests for absences in excess of 5 days may require a student-parent-administrative conference.
 12. A total of six (6) excused absences in any given quarter are allowed in grades 9-12. Any class time missed above and beyond will be made up in the form of time before or after school or any time designated by the classroom teacher or administrative discretion. All assigned time beyond the six days must be made up or the student will receive an incomplete. See section on Incompletes.
- b. Unexcused absence - Students will be unexcused for any absence which is not excused as defined above. This includes parent requested absences in excess of 5 days for which the parent has not received a waiver.
 - c. Skipping - An absence will be considered skipping if the absence does not meet the criteria for excused absences or has not been excused by the parent. Consequences for truancy may include make up time, parent conference, suspension, and/or loss of that day's credit.
 - d. Truancy - Truancy is defined as unexcused absence of students under 16 years of age.
 1. Parents or guardians will be notified if a student is a continuing truant, which is the result of unexcused absences for one or more class periods on three school days.
 2. If a student acquires one or more unexcused absences on seven school days, the student will be referred to the County Attorney as a habitual truant under the Minnesota Compulsory Attendance Law.
 - e. Tardiness - Tardiness is defined as the failure to be in the student's assigned area at designated times.

Reporting and Consequences for Tardiness

1. Students tardy at the beginning of the school day must report to the school office for an admit to class and to sign in.
2. Tardiness for periods 2, 3, 4, and 5 will be handled by the teacher. Each teacher will have a tardy policy which is equal to or stricter than: "The fourth unexcused tardy and each successive tardy will have consequences of a minimum of one (1) hour detention and a discipline form turned into the office."
3. Any tardiness, for which the student has been excused in writing by an administrator or faculty member, will be excused.
4. Consequences of tardiness may include detention for the fourth and successive tardies, suspension for the eighth and successive tardies and a parent conference.

D. ATTENDANCE: PROCEDURES

- a. Upon return to school, the student brings a note to the principal's office from the student's parent(s) or guardian(s) stating the date(s) of, time(s) of and reason for the student's absence. He/she should receive a make-up slip at this time. Please note that if a student knows he/she will be absent for reasons other than illness, the student must make arrangements ahead of time with the principal.
- b. Students who are absent any part of a school day, but return before the end of the day, must sign in and request a make-up slip in the principal's office before reporting to any class.
- c. Students who become ill during school hours must report to the nurse or the office. Leaving school without permission from the nurse or principal's office will be considered an unexcused absence and skipping.
- d. Any student who misses class without the prior permission of his or her parents and approval from the principal's office will be required to make up class time in after school detention

E. INCOMPLETE POLICIES/MAKE-UP WORK:

- a. Each teacher will establish a policy for work missed due to absence and will notify each student of the policy within the first week of class.
- b. Students will be expected to make up all previously announced tests on the date of their return.
- c. Work missed due to an unexcused absence may be required by the instructor on the day the student returns to class.
- d. Any work missed by a student who is skipping may be assigned a zero.
- e. Makeup work shall be directly related to the subject matter taught and shall be approximately equal to the work and class time missed.
- f. Absences will not arbitrarily result in reduction in grades, but failure to complete work will affect grades as no credit or a zero will be given for work turned in after the incomplete deadline established by each teacher.

- g. All assignments including "no credit" or "zero" assignments may be required by the teacher before a satisfactory grade (A through D) will be earned for the quarter.
- h. A course grade of "incomplete (I)" will be recorded at the end of the quarter for students who have not completed the instructors selected policy. An incomplete will become an "F" (5) school days after quarter grades are mailed from the school, subject to the student's right to a due process hearing.
- i. Extensions of the incomplete policy may be made due to extenuating circumstances.

F. **REQUIRED REPORTING**

a. **Continuing Truant**

Minn. Statute provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Statute and is absent from instruction in a school, as defined in Minn. Statute, without valid excuse within a single school year for one or more class periods for three days if the child is in middle school, junior high school, or high school.

b. **Habitual Truant**

Habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more periods on seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or senior high school.

A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Statute.

*A student is not continuing truant if the child is withdrawn from school by the child's parents because of a dispute with the school concerning the provision of special education services under the Individual and Disabilities Education Act or accommodations and modifications under the American with Disabilities Act, if the parent makes good faith efforts to provide the child educational services from any other source.

c. **Reporting Responsibility**

When a student is initially classified as a continuing truant, Minn. Statute provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- 1. That the child is truant.
- 2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences.
- 3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Statute and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Statute.

- 4. That this notification serves as the notification required by Minn. Statute.
- 5. That alternative educational programs and services may be available in the district.
- 6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.
- 7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceeding under MN Statute.
- 8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Statute

BACKGROUND CHECKS

It will be the policy of Independent School District #743 to require a criminal history background check from the Bureau of Criminal Apprehension for all new employees and other volunteer individuals who provide educational services to students, including athletic coaching services or other extracurricular services, regardless of whether any compensation is paid. Volunteers requiring background checks will include foster grandparents and any other adult volunteers who do not have children enrolled in the particular school building where the services are being provided.

BACKPACKS

The administration and/or teachers may restrict the use or backpacks or other carrying devices on the basis of health, safety, or educational disruption potential. Backpacks are to be stored in lockers during the school day.

BIKES AND ROLLER BLADES

Bikes may be used for transportation to school. However, they must be parked and secured in the spaces provided. Students using roller blades must remove them prior to entering the building. Roller blades are to be stored in student lockers. Skateboards and scooters are not to be ridden inside of the school building.

BOOK POLICY

- A. The Sauk Centre Public School District provides students with all textbooks. Appropriate care for textbooks is the student's responsibility. If school property assigned to a student is lost, stolen, or otherwise damaged in any way, the student is responsible for replacing the items or paying a fine if the item is still in usable condition. A general guideline for textbooks replacement would be full price if the book is 0-2 years old, 75% for 3-4 years, 50% for 5-7 years, and 25% if 8 years or older.
- B. Each student will be issued an agenda book. The agenda book is to be treated in the same way as a textbook. Folding, rolling, or tearing out pages are considered to be inappropriate. Students who damage or

misuse the agenda book will be expected to pay for the replacement costs of the book.

BUILDING USE AND SUPERVISED AREAS

School facilities are never to be used without permission from the school authorities. Facilities are to be used only when school personnel are supervising the activity. It is general policy that students will be under the supervision of a staff person while at school. This policy applies during vacations as well as over weekends. On school days students are not to be in the building prior to 7:30 a.m. or after 3:15 p.m. unless they have permission from a staff member or are involved in a supervised activity.

- A. Certain areas such as the gym, weight room, fitness room, science labs, industrial technology labs, FACS labs, art room, etc. are considered to be hazardous areas if used without proper supervision and/or eye wear.
- B. Students are forbidden to be in these areas without teacher supervision both during the normal school day and after school hours.
- C. Students who refuse to follow reasonable safety rules of the classroom may be subject to suspension and/or expulsion proceedings from the class.

BULLETIN BOARDS

Students should watch bulletin boards throughout the building for important school information. No posters are to be placed on the bulletin boards or walls without permission from the office. Material to be posted on bulletin boards designated for certain organizations must be approved by the respective advisors and building principal. Any material that is written on by students in a manner that is inappropriate will be taken down.

BULLYING PROHIBITION POLICY PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

The full text of the Bullying Prohibition Policy is printed in the appendix of the Secondary School Handbook.

BUS TRANSPORTATION - TELEPHONE: Bus Garage 352-2365

Bus behavior is expected to be appropriate at all times. Any students with inappropriate behavior will be referred to the principal.

- A. Obey the driver and all bus rules at all times.
- B. Be at the bus stop on time.
- C. Wait for the bus off the roadway.
- D. Cross the road 10 feet in front of bus and wait to be waved across.
- E. Keep head and hands inside the bus.
- F. Do not change seats. Remain in the seat, facing forward.
- G. Do not walk around while the bus is in motion.
- H. Passengers causing trouble will be disciplined.
- I. Do not sit on the “doghouse.”
- J. Assist in keeping the bus clean.
- K. Passengers will be assessed for any damage he or she causes.
- L. Passengers should report any damage to driver immediately when the bus is stopped.
- M. Distractions to the driver will not be permitted. Students causing such distractions will be referred to their building principal for disciplinary action and possible dismissal from school under the provisions of Minnesota Statute 127.29 concerning rule violations and willful conduct which would endanger other students or property of the school. Students may also be removed temporarily or permanently from riding the bus by the building principal.
- N. Pets or animals are not allowed on the bus.
- O. If a student is riding a different bus, a bus pass must be obtained from the Office. No one will be allowed to change buses without a bus pass. Bus passes will be limited to two requests per route. Bus drivers may refuse an extra passenger if the bus is at capacity.
- P. Changes in bus stops must be pre-approved by the Transportation Director

BUS TRIPS TO OUT OF TOWN ACTIVITIES

Bus transportation may be provided for out of town school activities for spectators. If you travel by bus, you must return by the same bus. Students who fail to return by bus will lose spectator bus privileges for the remainder of the year. The only exception will be if a student returns with his or her parent. All other requests will be refused. Permission must be obtained from the bus chaperone by the parent personally.

All participants in activities and/or events shall travel in a group on school district transportation both to and from activities away from home.

The ONLY EXCEPTIONS include:

- A. A student may return to Sauk Centre with a parent or guardian when the parent or guardian requests, in writing, from the coach or chaperone, to have the student excused from riding school transportation.,
- B. A student may return to Sauk Centre with another student’s parent or guardian only if both parents or guardians have made

- C. Request, in writing, to the principal's office. Requests must be made prior to departure for the activity.

CAFETERIA

The cafeteria is open to all students who bring lunch as well as those who buy milk or buy lunch. A complete lunch can be purchased here.

- A. Return all dishes and utensils to the proper places provided and place all garbage in the baskets provided for that purpose.
- B. Conduct yourself with proper table manners.
- C. Avoid pushing and crowding while lining up for milk or hot lunches.
- D. All students are expected to remain in the cafeteria during their assigned lunch hour until dismissed.

Students will be issued a lunch card that may be used to access their lunch account. Students will be required to prepay into their lunch account on a regular basis or use cash to purchase a lunch. Students may also bring a sack lunch from home. Charging is discouraged. If necessary, students may charge up to a negative balance of \$5.00. If a negative balance of \$5.00 has been reached and the student does not provide funds for their lunch account, the student will not be allowed to charge additional lunches. The student will, however, be offered a sandwich and milk. This policy applies to all students in grades K-12, regardless of free or reduced lunch status. When a student's lunch account balance is near zero, the parent/guardian of the elementary student or the secondary student will be notified of the need to make a deposit into the student's lunch account. The borrowing of another student's lunch card is prohibited. Applications for free or reduced lunch are available by contacting the District Office.

Students who do not behave appropriately may be assigned to a specific seat or removed from the cafeteria and assigned to an isolated lunch period. Students assigned to an isolated lunch period will be served a cold lunch. Appropriate behavior reminders are listed below.

- A. When excused to go to the lunchroom, WALK!
- B. When returning to class from lunch, be considerate of others.
- C. The cafeteria is the only eating-place in the school building.
- D. Return all dishes and utensils to the proper places provided.
- E. Conduct yourself with proper table manners.
- F. Place all waste in the baskets provided.
- G. Avoid pushing and crowding while lining up for lunch.
- H. Leave the table and the floor clean and free of garbage.
- I. Prepay into lunch accounts on a regular basis.
- J. Respect the rights of others; do not handle their food.
- K. All students are expected to be in the cafeteria during lunch.
- L. Students are dismissed from the cafeteria by the supervisors.
- M. As students go to and from lunch, they expected to display appropriate behaviors in the hallways at all times.

CELL PHONES AND Related Devices

All electronic devices including cell phones, I-pods, and earbuds/headphones are allowed during passing time, lunch, and before or after school. Students are not to use any electronic devices during their scheduled class times unless the instructor grants specific permission. Cell phones and earbuds/headphones should be put away (not visible) with the sound turned off during class. Cell phones are prohibited in all locker rooms and bathrooms. Cell phones and I-pods/MP3 players are not allowed at activities that are an extension of the classroom such as concerts and plays. NO personal speakers are allowed in the school building from 7:30 to 3:00.

Consequences for the improper use of electronic devices will include confiscation of the item to the office. Parents may be notified and/or required to retrieve the electronic device. Continued misuse will include more significant disciplinary consequences. Failure to give the items to a faculty member may result in disciplinary action such as suspension and loss of the possession of item for the remainder of the school year. If an electronic device is confiscated, ISD 743 is not responsible if it is damaged, lost, or stolen.

Students are reminded that the use of cell phones for the purpose of harassing or threatening others during the school day is in violation of the harassment and hazing policy. Posting of any video or audio content on the internet from any classroom or school activity is prohibited unless written consent has been obtained from an authorized school official. Violations may result in severe disciplinary action, including possible legal action.

CHEATING

See Academic Integrity (page 5)

CHEMICAL USE

ALCOHOL and DRUGS

Student possession or consumption of alcohol, mood altering chemicals, marijuana, drug paraphernalia, or any substance defined by law as a drug, unless specifically prescribed by a physician for the student's own use, is prohibited on school grounds, while attending a school function, or while traveling in an authorized school vehicle. Penalties are cumulative in grades 7-12. Penalties for violation of the school board's rule for student use or possession regulations are as follows:

- A. 1st violation: The student will be suspended for 3 school days and referral made to the chemical awareness counselor.
- B. 2nd and succeeding violations: The student will be suspended for 5 school days and referral made to the chemical awareness counselor.
- C. Repeated violations may result in the initiation of expulsion proceedings.

TOBACCO

Students are not allowed to possess tobacco paraphernalia, including lighters, e-cigarettes or use tobacco products on school property or at school

sponsored activities. Students found guilty of possessing tobacco paraphernalia and/or using tobacco products will be dealt with in the following manner:

- A. 1st violation, the student will be suspended for no less than one school day and referral made to the chemical awareness counselor.
- B. 2nd violation, the student will be suspended for no less than three school days and referral made to the chemical awareness counselor.
- C. 3rd violation, the student will be suspended for 5 days.

During the entire calendar year, regardless of quantity, a student found in violation of chemical or tobacco use will be referred to the chemical awareness counselor and participate in a program about the effects of mood altering chemicals or tobacco. When appropriate, the school may suggest a student seek an assessment from an outside agency for potential chemical abuse or misuse. All violations will be reported to the Sauk Centre Police Department. The above penalties are cumulative in grades 7-12. These violations will also prohibit a student from participation in Homecoming and Snow Week Royalty, student council elections, etc. until the penalties have been served.

CLOSED CAMPUS/LEAVE SCHOOL PERMIT

Our secondary school operates on a "closed" campus policy. From the time of arrival to dismissal students are not to leave school property without permission from the office.

- A. Any student desiring to leave school during the school day, for any reason, must present a parental excuse to the principal's office before school to get a permit to leave. All notes must state reason for leaving, time of departure, and time of return.
- B. If students leave or arrive during school hours they must check in or check out through the school office.
- C. Any student leaving the school building without permission will be subject to disciplinary action.

COLLEGE IN THE SCHOOLS (CIS)

Sauk Centre Secondary School has partnered with Central Lakes College (CLC) in Brainerd to be able to offer classes for college credit at no charge. All classes are taught at Sauk Centre Secondary by certified Sauk Centre staff. Students who earn college credit in these classes should be able to transfer the credits to the college of their choice upon graduation. Prerequisites to be eligible for participating in CIS learning opportunities are listed below.

- A. All students must take the Accuplacer test to receive college credit for CIS classes. Juniors must have a cumulative GPA of 3.0 and Seniors are required to have a cumulative GPA of 2.5.
- B. Students must complete CLC paperwork, which includes application for admission, data enrollment form and authorization for the release of student information.
- C. Students who do not meet these requirements can apply for an appeal through CLC.

Grades and GPAs earned through CIS courses will be applied toward the student's cumulative GPA for Sauk Centre Secondary School. In addition, the GPA earned in college level courses will transfer to the student's post secondary school of choice after high school graduation.

DATA PRIVACY

Notice is hereby given that Independent School District 743, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as "directory information" as said Act, and that information relating to students may be made public if said information is in any of the following categories:

- Student's name, address, and telephone listing
- Date and place of birth
- Gender
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade levels completed
- Degrees and awards received
- The most recent previous educational agency or institution attended by a student
- Photos in the normal course of school activities
- And other similar information

Directory information does not include identifying data which references religion, race, color, social position, or nationality. Any parent of any student in the district may notify the district of their desire that some or none of the above information is to be released without their consent by contacting the building principal which said student attends and completing form 505.1.4.3.2P. This notification must be given the district within thirty (30) days of this publication notice.

DISCIPLINE POLICY

Rule 1: GENERAL POLICY

Students are entitled to fair treatment and recognition of their rights and privileges. In return, students are expected to comply with school board rules, and to pursue a suitable course of study, and to submit to the lawful authority of school officials. The mutual aim of the school staff and students should be to create a sense of community where everyone is considerate of the rights of others so that all may develop to their fullest potential. It is the responsibility of the school board, administration, 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 statutes, state board of education regulations, and this policy.

Rule 2: RULES OF CONDUCT

Students in the Sauk Centre Secondary School will be expected to conduct themselves, at all times, in a manner that will reflect credit upon themselves and their school. They will be expected to show respect for

school personnel and fellow students and for both public and individual property. They will be expected to refrain from smoking, drinking alcoholic beverages, and the use of other illegal drugs on school grounds and at school functions.

Within Sauk Centre Secondary School students are expected to follow four basic rules. These rules are listed below. In the case of minor infractions of these rules, a Streeter Slip will be issued and consequences will follow. More severe infractions will receive immediate office referral and immediate consequences.

A. RESPECT PROPERTY AND RIGHTS OF OTHERS

<u>Streeter Slip</u>	<u>Office Referral</u>
disturbing class, littering, etc.	vandalism, destroying school property, stealing

B. KEEP HANDS, FEET, AND OBJECTS TO YOURSELF

<u>Streeter Slip</u>	<u>Office Referral</u>
pushing, shoving, public show of affection, throwing items, etc.	fighting, physical harassment

C. USE APPROPRIATE VOICE AND LANGUAGE

<u>Streeter Slip</u>	<u>Office Referral</u>
shouting, noise making, name calling, etc.	inappropriate language directed at staff or students, harassment

D. FOLLOW TEACHER OR STAFF INSTRUCTIONS

<u>Streeter Slip</u>	<u>Office Referral</u>
wearing hats, running, etc.	refusal to identify oneself, insubordination or disrespect towards staff, inappropriate clothing

Accountability for Behavior and Consequences

For minor infractions of school rules, students will be issued a Streeter Slip warning. Students will be given consequences as a result of the warnings.

First incident	Warning issued
Second incident	Behavior Improvement Plan, parent notified
Third incident	Detention for one hour, parent notified
Fourth incident	Detention for two hours, parent notified
Fifth incident	In-School Suspension, parent notified
Sixth incident	Administrative discretion regarding consequences

A. Most rule violations are reported to parents or guardians via a behavior referral form. Students are expected to share the information with their parent or guardian, obtain their signature, and return the form to the principal's office. At the start of each new quarter, students will begin at Level 1 with their first incident.

B. The following conduct by students in a school building or on the school grounds or at any school function or event off the school grounds is prohibited:

- Possession, use, or being under the influence of any controlled substance, marijuana, alcohol, drugs, tobacco, or intoxicant of any kind. The use of a drug authorized by a physician for use during school hours is not a violation;

- Willful destruction or damage to school property or property of individuals;
 - Stealing of school property or stealing of private property belonging to other students or to any other person;
 - Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from poking, pushing, shoving, or scuffling;
 - Direct attack with a weapon will be handled in accordance with the weapons policy published in this handbook;
 - Direct attack on another person will result in suspension and the student may be recommended to the Superintendent for expulsion;
 - Conduct which endangers the health, safety, welfare, or morals of the students of the school district;
 - Conduct which materially and substantially disrupts the rights of others to an education;
 - Commission of any other crime, including the offender, and willful conduct which endangers the property of the school;
 - Unexcused absence from class or from school during normal school hours;
 - Repeated patterns of tardiness to school and/or to class;
 - Cheating of any kind is unacceptable. Consequences for cheating may include a zero on the assignment, loss of credit, and possible further consequences. In all cases, the parent/guardian will be notified;
 - Inappropriate touch or displays of affection;
 - Insubordinate or disrespectful behavior towards school personnel;
 - Verbal taunting of others, includes name-calling, teasing, and put-downs;
 - Physical, verbal, or visual intimidation;
 - Behaviors that are perceived as bullying, humiliating, or harassing toward students or staff;
 - Failure to properly identify oneself;
 - Conduct which includes the use of inappropriate, profane, obscene, or disrespectful language in verbal and/or written form, or gestures directed toward staff or other students;
 - Willful violation of any other school board or administrative regulations which have been duly published;
 - And, other inappropriate acts pursuant to administrative review.
- C. A teacher, school employee, school bus driver, or other agent may use reasonable force in compliance with Minnesota Statute 121A.582 and other laws.

Rule 3: PENALTY FOR RULE VIOLATION

The school administration may, for willful violation by a student of any school board rule or regulation:

- A. Dismiss the student for one school day or less.
- B. Suspend the student from attending school for a period of no more than 10 school days.

- C. Restrict the student to an in-school suspension.
 - D. Initiate proceedings to expel or exclude the student from school.
 - E. Impose detention before or after the normal school day.
 - F. Require a parental and/or student conference with an administrator, teacher and/or counselor.
 - G. Mandate loss of school privileges. (This includes lunchroom or pass privileges and passing times)
 - H. Any combination of the above.
- Principals may adopt regulations to supplement these rules for their particular building as long as such regulations are consistent with these rules. In appropriate cases, the school administrator may refer to the proper law enforcement agencies.

Rule 4: PROCEDURES FOR REMOVAL FROM CLASS AND SUSPENSION

Refer to the Fair Pupil Dismissal Act of 1974 as revised.

- A. Definition of terms:
 - a. Removal from class - excluding a student from one class period or modular unit, when their teaching/learning environment is disrupted.
 - b. One day dismissal - prohibiting the student from attending school for one day or less.
 - c. Suspension - prohibiting a student from attending school for a period of more than one day.
 - d. In-school suspension - prohibiting a student from attending classes for a period of one day but no longer than five days while the student is restricted to a particular room in school. Detention - requiring a student to remain in school before or after normal school hours for disciplinary reasons. Students assigned detention will have two days to complete or suitable arrangements made with the principal or ISS will be assigned
- B. Removal from class:
 - a. Students removed from class remain in the school's custody and shall report directly to the principal's office and remain there until dismissed.
 - b. Students removed from class shall be the responsibility of the principal or his/her lawful designee.
 - c. The removal from class may be imposed at the teacher's recommendation for one class period.
 - d. The teacher and the principal shall meet on all removals from class and mutually agree on a re-entry plan. The re-entry plan may include but is not limited to the following:
 1. Completion of all make-up work.
 2. Agreement to follow all classroom rules.
 3. Detention before or after a normal school day.
 4. Parental and/or student conference with an administrator, teacher or counselor.
 5. Loss of school privileges.
 6. Any combination of the above.

- e. Parents will be notified of violations of rules of conduct resulting in removal from class by the classroom teacher.
- C. Suspension or one day dismissal:
 - a. The above shall be imposed only through an informal administrative conference with the student. Exceptions occur when it appears that the student will create an immediate and substantial danger to persons or property.
- D. In-school suspension
 - a. Students retained under in-school suspension shall be responsible to the principal.
 - b. Students will be provided class work and assistance from each of their instructors to be completed during the suspension time.
 - c. Notification procedure shall be the same for all suspensions listed above.
 - d. Parent Notification: Whenever possible, the parent or guardian should be notified by telephone and informed of the reasons for suspension. When a parent cannot be contacted, the decision to send the student home or to allow the student to remain on school premises or to refer to proper authorities shall take into account the student's age, safety, maturity, the misconduct involved, and other relevant circumstances.
- E. Readmission
 - a. A readmission plan will be included in all suspensions.

Rule 5: PROCEDURES FOR EXPULSION AND EXCLUSION

- A. Exclusion means prohibiting enrollment or re-enrollment of a student for no longer than one school year.
- B. Expulsion means prohibiting an enrolled pupil from further attendance for a period no longer than the current school year.
- C. A student may be excluded or expelled from school by action of the school board for willful violation of a school board rule or regulation. An alternative educational program shall be provided. No exclusion or expulsion shall be imposed without a hearing as provided by the Pupil Fair Dismissal Act, unless the right to a hearing is waived in writing by the student and the parent or guardian.
- D. A student may be suspended pending the board's decision in any expulsion or exclusion hearing provided an alternative program shall be implemented to the extent that suspension exceeds 10 days.

Rule 6: STUDENT WITH SPECIAL NEEDS

Students with special needs shall have all responsibilities, rights, and privileges of regular education students under Rule # 1 of this policy. Additionally, for every student with a disability, the IEP team must determine whether the student is able to adhere to the School District 743 Student Discipline Policy. If the student is able to adhere to this policy, then the consequences will be the same as those for regular education students and the consequences are deemed to be exempted from MN Rule 3525.2925 (Use of Behavioral Interventions).

If the student is unable to adhere to the district's Student Discipline Policy, then the behavior intervention plan will be included in the current IEP. A

team meeting will be held to revise the IEP if the current plan is not appropriate.

Rule 7: PUBLICATION OF RULES

Copies of this policy together with the Pupil Fair Dismissal Act of 1974 shall be published in the Student Handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974.

DISCRIMINATION PROCEDURE (Title IX)

It is the policy of the Board of Education of District Number 743 to comply with federal and state law prohibiting discrimination. No person shall be discriminated against on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, sexual preference, or disability. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the Title IX Coordinator, (the superintendent), whose office is located in the district office area.

DRESS CODE

The following dress codes will be enforced between the hours of 8:20-3:00 PM. It is expected that students will come to school dressed in ways that are conducive to quality work and a positive image. Clothing that is suggestive, offensive or otherwise inappropriate (i.e. gang identification) is not acceptable. Clothing must be modest and provide sufficient coverage, specifically no bare stomachs, no bare backs, and shirts, pants, or shorts that do not show undergarments. Shorts and skirts must provide sufficient coverage without revealing undergarments or buttocks. Clothing that projects sexual content or clothing with sexual implications is not allowed. Additionally, it is inappropriate for students to wear clothing that references or represents inappropriate language, violence, alcohol, tobacco and/or other illegal substances. Administrative discretion will be used in determination of dress code violations.

- A. Examples of attire that are prohibited include, but are not limited to, the following:
- Tube tops, strapless tops, low-cut tops that reveal cleavage, mid-drift tops that expose the stomach or navel, and muscle shirts are not allowed.
 - Clothing that are see-through/transparent or have revealing holes or cutouts are not permitted. This includes jeans, pants, shorts, or skirts with holes above the knee.
 - Underwear, which includes bra straps, boxers, and thongs, must not be visible.
 - Jewelry that promotes chemical usage or that could be deemed dangerous to oneself or others such as spiked collar necklaces and bracelets, chain necklaces and bracelets, and wallet chains are prohibited.

- Roller blades, shoes with roller blades, and skateboards are not permitted in the school building.
 - Baggy pants that are worn below waist level or reveal underwear are inappropriate.
- B. Unless instructor approved, students do not need to wear coats in the classroom. Caps, hats, hoods, or bandanas or hair coverings or sunglasses of any type will not be allowed while in the building during the school day (8:20-3:00). Exceptions to this policy must be approved by the principal.
- C. It is a health policy that a student is not to go barefoot or without shoes in the classrooms, corridors, or physical education classes at any time.
- D. When students are using the swimming pool during the school day, they are expected to have swimwear that is modest and appropriate for school. If necessary, students will be expected to wear a pair of gym shorts and/or a t-shirt over their swimsuit.
- E. The administration or other school personnel may restrict the use of backpacks or other carrying devices on the basis of health, safety, or potential for disruption of the educational setting.
- F. Students in violation of the dress code will be isolated from other students until appropriate clothing is worn. Repeat offenders of the dress code policy will be assigned to detention. Any items confiscated for violating the dress code will be turned into the office.
- G. Parents may be notified and/or required to retrieve any confiscated items.

EMERGENCY DRILLS

Throughout the school year, several emergency drills will be scheduled.

- A. When the fire signal is given, leave the room quickly, quietly, and orderly. Leave the building by the route explained to you by your teacher for the particular room in which you happen to be. Once outside the building, move a safe distance from the building and stay with the class you were in when the alarm sounded. Remain outside the building until the all-clear signal has been given.
- Anyone found maliciously tampering with fire alarms will be subject to arrest.
 - If a fire drill should occur during passing time, the students should report to their previous teacher.
 - If an alarm is sounded during passing time, students and staff are to follow the same procedures as their previous class. If an alarm sounds prior to classes beginning for the day, procedures for Period I will be followed. If an alarm sounds during lunch, students should report to their 2nd period teacher for grades 7-9 and their 3rd period teacher for grades 10-12. Students shall exit the building first and then report to their teacher.
- B. For severe weather drills, move quickly to the area on first floor designated by staff. Remain in the assigned area until the all-clear signal is given.

- C. In situations that require the securing of our schools, a lock-down will be initiated by administration or a designee via the intercom. Our school uses two types of lock-downs. A Hard Lock-Down or a Soft-Lock Down will be announced to all staff.
- Hard Lock-Down: All students and staff should immediately report to a secure location, lock doors, cover windows and cease educational activity until an administrative "all clear" signal is given.
 - Soft Lock-Down: All students and staff should immediately report to a secure location, lock doors and continue with educational activity until an administrative "all clear" signal is given.

FAMILY NIGHT

Each Wednesday evening has been reserved as "family night" in the Sauk Centre Public Schools. Therefore, no school activities will be scheduled after 6:00 p.m. on Wednesdays.

FEES

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

- A project in art, technology or some other courses that are in excess of the material requirement of the minimum course outline.
The student may elect to take such projects home, and costs of such projects must be paid for as the material is used. Students may provide their own materials for such projects, again with the approval of the instructor. The entire cost of the project must be paid before the project can be taken home and a report card can be issued.
 - Cost of school equipment damaged by a student who fails to follow instructions. The fee charged will be equal to the cost necessary to restore the item.
 - Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work.
 - Cost of field trips, which are made available from time to time but are not required as part of a course, should the students elect to participate in the field trip.
 - Cost of graduation caps and gowns.
 - Admission fees for concerts, plays, athletic events, and other programs or activities, which may be attended at the student's option.
 - Driver education for students taking behind-the-wheel training
 - Costs of school paper, yearbook, graduation announcements, or class rings, should the student elect to order any of these items.
 - Student insurance is available for purchase on a voluntary basis.
 - Students are required to furnish their own paper, pencils, pens, notebooks, computer disks, graph paper, sketchpads, gym suits, tennis and athletic shoes, and other items of personal equipment.
- Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means.

FOOD DELIVERIES

At no time during school hours will students be allowed to order and have food delivered to the school, unless approved by administration or school staff. This includes students leaving or returning from appointments.

GRADE REPORTING AND GRADE SCALE

Grade reports will be sent by mail or distributed at conferences to parents or guardians at mid-quarter and the end of the quarter throughout the year. The grade scale for grades 7-12 students is as follows:

A	94-100	A-	90-93		
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62
F	0-59				

GRADUATION CEREMONY

To be invited to participate in the graduation ceremony, seniors must be enrolled on a full-time basis in Sauk Centre Secondary School, or equivalent to full time if participating in a post secondary options program, or an Area Learning Center. Students must have successfully completed 72 credits at the end of the third quarter. In addition, students must be in good standing and enrolled in five classes during the fourth quarter. Students with credit deficiencies must be enrolled in an ALC or approved correspondence course work, after the third quarter grade notification in order to qualify for an invitation to participate in the graduation ceremony. Students with less than 72 credits completed who wish to participate in the graduation ceremony must present a plan for completing graduation requirements to administration by April 19. Area Learning Centers enrolling students who wish to participate in the graduation ceremony must submit a written request for the student to participate in the graduation ceremony by April 19. This request should be accompanied by a transcript showing courses completed, credits earned, and currently enrolled courses. The previous conditions must be met to participate in the graduation ceremony. Additionally, appropriate dress and decorum as determined by the principal will be required for participation in the ceremony.

GRADUATION REQUIREMENTS

All students are required to be in 5 classes each quarter.

Subject Area	Class of 2019-2022
English 9	4
SH Lang Arts	4
Comp Elective	2
Lit Elective	2
Math	11
Biology	4
Chem or Physics	2

Physical Science	2
Science Electives	2
American History	3
Economics	1
Geography	2
Government	2
World History	2
Art	2
Computer Tech	1
Health	1
Physical Ed	2
Required Credits	49
Elective Credits	28-31
Total Credits ¹	77-80

¹A “failure buffer” of 3 elective credits is allowed.

HALLWAY PASSING RULES

Students are to remain in their respective buildings during their 6 minute passing time. The fire doors in the southeast hallway, the southwest hallway, and by the elementary will be the limits. This will be dependent upon student keeping the halls clean.

In order to promote safety and convenience in and about our school, students are to observe the following rules:

- A. Keep to the right in corridors and on stairways.
- B. Do not run. WALK!
- C. Keep moving. If you must converse with another student, stand to one side in order that others may pass.
- D. Never crowd, push, or jostle.
- E. Do not crowd doorways or entrances to stairways or the auditorium.
- F. Shouting, whistling, loud talking, or boisterous conduct, are behaviors entirely out of place inside the school building.
- G. Keep to the walks outside; do not walk on the school lawn or on neighboring lawns. The lawn is not a play place; other space on school property has been provided for play.
- H. Students are not allowed to go to their cars during the school day without permission from the office.

HARASSMENT, VIOLENCE AND BULLYING POLICY

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 religious, racial or sexual harassment and violence.

The full text of the Hazing Prohibition Policy is printed in the appendix of the Secondary School Handbook.

HAZING PROHIBITION POLICY

PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. The full text of the Hazing Prohibition Policy is printed in the appendix of the Secondary School Handbook.

HEALTH SERVICES-SCHOOL NURSE

Pupils should not come to school in the morning if they do not feel well enough to stay all day. No pupil is to leave the school for any reason without permission from the nurse and/or the Principal's office. Students who leave without permission will be assigned disciplinary consequences. Students in class wanting to see the nurse must first obtain a building pass from their teacher. This pass is presented to the person in charge in the nurse's office and is signed when the student leaves.

- A. Students who are ill must see the nurse or make arrangements through the principal's office if they need to go home.
- B. Prescription medications must be given through the nurse's office. If a student requires this medication, his/her family doctor must have a written order stating such necessity. If there is any question, see the school nurse. The nurse's office or any staff member will not provide over-the-counter medications as Tylenol, Sucrets, etc.
- C. Immediately report all personal injuries at school to the nurse's office so that time lines on insurance can be met.
- D. It is a health rule that a student is not to go barefoot in the classrooms, corridors, or physical education classes at any time. This includes after school activities as well as during school hours.

HOME SCHOOLS

Home schooling is permitted by the State of Minnesota. All home schools are under the supervision and direction of the superintendent of schools in the district of residence of the home school. The teacher(s) at a home school may be licensed or non-licensed. The curriculum used to teach children at a homeschool must be approved by the superintendent of schools and must meet state minimum requirements or otherwise meet requirements as approved by the guidelines of the Minnesota Statutes.

The following are policies in effect for graduates of a Home School.

- A. In District #743, homeschooled students may be granted a diploma from the secondary school providing that such students meet the credit and course requirements of the State of Minnesota and the secondary school.
- B. In order for home schooled students to be counted in class ranking, commencement honors, honor students awards, and GPA. A homeschooled student must competitively earn credits at Sauk Centre Secondary School their junior and senior year (40 credits).
- C. The district of a homeschooled student will not have any responsibility for maintaining or providing transcript information.

HONOR STUDENTS

Honor students will be any senior student with a minimum of a 3.333 GPA for their high school career. High honor students will have a 3.667 GPA and above. To be considered, students must not have failed any classes. Honor status is determined following third quarter grades. Any PSEO students wishing to be included as honor students at graduation must submit an updated transcript and a copy of current grades to the principal at the end of Sauk Centre Secondary's third quarter.

HONOR ROLL

The "A" honor roll will include students with a 3.667 average and above. Students with a 3.000 to 3.666 average will be named to the "B" honor roll. Students receiving a D, F, or Incomplete grade on the report card are ineligible for the honor roll. The honor roll will be published at the end of each quarter. Honor roll averages are to be computed according to the following guidelines.

A = 4.000 points	A- = 3.667 points	
B+ = 3.333 points	B = 3.000 points	B- = 2.667 points
C+ = 2.333 points	C = 2.000 points	C- = 1.667 points
D+ = 1.333 points	D = 1.000 points	D- = 0.667 points

INSTANT ALERT

Sauk Centre Schools will use the Instant Alert program to notify parents regarding changes in schedules such as late starts and early dismissals due to severe weather. Parents may choose the method in which they want to be contacted by email, cell phone, at home or work. Parents may view and/or revise their contact information at the Instant Alert website. <https://instantalert.honeywell.com>

INSURANCE

The school district does NOT provide any type of health or accident insurance for injuries incurred by your child at school. We have made arrangements for voluntary coverage with Student Assurance Services, Inc. of Stillwater, Minnesota, for coverage that is underwritten by Security Life Insurance Company of American. The premium for this coverage for both the athletics and school coverage is payable by the parent. An informational letter and enrollment forms are included in the parent mailing. Athletic team members will be required to enroll in this program or sign a waiver form provided to them prior to the athletic season.

INTERNET POLICY

Sauk Centre Schools recognizes that electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources. It is the student's responsibility to use the internet appropriately within the guidelines of the

school district. Access to chat rooms and email is prohibited during the school day. Each student must have an "Acceptable Use" form completed and on file each year. It will be the policy of Independent School District #743 to archive all emails. Emails that are both sent and received will be kept on file for future review.

This policy in its entirety is available upon request in the district office. Failure to follow the rules listed on the "Acceptable Use" will result in restriction and/or suspension of lab privileges and may involve further consequences. No games or music are to be accessed on District 743 computers during school hours unless permitted to do so.

LOCKERS

Lockers assigned to students are the property of the school. Any locker is subject to periodic inspection for cleanliness and may be entered by the principal or his designated representative at any time should it be suspected of containing alcohol, tobacco, narcotics, explosives or other items unlawfully obtained or considered potentially harmful to others or to the school building. Lockers may also be entered by the administration to recover school property or to prevent disruption to the educational process. Combination padlocks will be provided for students to secure their assigned locker for a deposit of \$15. This will be refunded when locks are returned in good condition within 30 days of graduation. Students may only use school-issued pad locks. Combinations are not to be shared with anyone. Lost pad locks must be replaced at a cost of \$5 which is assessed to the student. Lockers need to be kept tidy at all times. They will be thoroughly cleaned at the end of each school year.

LOST AND FOUND

The 7-9 and 10-12 offices will be used for claiming lost and found articles.

LUNCH ACCOUNTS

Lunch money may be paid in the cafeteria before school begins. Students who bring their own lunch can buy milk daily. Please see the Unpaid Meal Charges policy printed in the appendix of the Secondary School Handbook.

MEDIA CENTER PROCEDURES

All students are entitled to use the media center to withdraw materials.

- A. Reference books may be borrowed at the close of the school day and must be returned before the first class the next school day.
- B. Reserved books may be used for one class period or checked out using reference book procedures.
- C. Current magazines may be checked out using reference book procedures. Past issues may be borrowed for two weeks.
- D. All other books may be retained for two weeks.
- E. Loss of or damage to materials and equipment will be paid by the responsible party.
- F. Please check out all materials that leave the media center.

- G. No materials may be checked out if a student has overdue books, magazines, fines, etc.
- H. AV equipment may be checked out by staff as needed.
- I. Students may use the internet and will need to follow the established guidelines adopted by the school. The media center also requires the students to sign-on and sign-off when using the internet and proper internet etiquette.
- J. Students will be suspended from the media center if they demonstrate disrespect for media center staff, do not follow media center rules, or interfere with the rights of others to learn.

MN ASSESSMENT REQUIREMENTS

Students will be administered a Minnesota Comprehensive Assessment (MCA test) in reading and/or math to students in grades 7, 8, 10, and 11. In addition, an MCA science test is given to all secondary students in grades 8 and 11 upon completion of their science requirement.

NEW STUDENT REGISTRATION

When enrolling your child, the student must be accompanied by the person with whom he/she will be living with and must provide a birth certificate and a record of required immunizations. An original birth certificate is required for all students. If a birth certificate is not available, an affidavit with substantiating documentation is required or personal information may be received through the records release process. School records and/or original transcripts are required and must be presented before a schedule can be created. Recent periods of non-school attendance must be accounted for.

OFFICE POLICIES

Telephone messages to students will be delivered immediately for family emergencies. Other messages will be delivered at a time which will cause a minimum of classroom disruption. (Example - beginning or end of class period or passing time)

ONLINE LEARNING OPPORTUNITIES

Sauk Centre Schools works in partnership with Infinity Online Learning. Each Infinity course requires two quarters, unless it is indicated as a full year course. Students will be assigned to a work station during the day and will not be able to leave school during their Infinity class period. Students will be expected to complete course work during their class period at school, however most Infinity courses require additional homework time spent outside of the school day. Due to the high rigor of these courses students must be technology savvy, self-directed learners, problem solvers, intrinsically motivated, and independent thinkers. Prerequisites to be eligible for participating in online learning opportunities are listed below.

- A. Teacher Recommendation
- B. Parent Permission
- C. Cumulative GPA for Juniors of 3.0 or above, and for Seniors 2.5 or above

PARKING RULES

- A. Staff and student vehicles must have a numbered, current permit appropriately displayed to park in the appropriate lot.
- B. Students are to park only in the lot directly west of the main entrance.
- C. Student vehicles are not permitted on the East side of the building without specific principal permission.
- D. The purchased parking permit acts only as permission to park, it does not guarantee a parking spot.
- E. Students are only allowed in the parking lot (during school hours) with the permission from the office.
- F. Students will be issued permits to park in the student area at the rate to be determined by the school board.

PLEDGE OF ALLEGIANCE

The pledge of allegiance will be recited on the first school day of each week. This recitation will be initiated by the high school office and will take place immediately following the daily announcement at the beginning of 2nd period. This is in accordance with the laws of the state of Minnesota and it should be noted that anyone who does not wish to participate in reciting the pledge may elect not to do so and that students must respect another person's right to make that choice.

POST SECONDARY EDUCATION OPTION (PSEO)

Sauk Centre Secondary School works in full cooperation with post secondary colleges and schools for students interested in pursuing this option.

In the best interest of students and to ensure the likelihood of success for students enrolled in this program, the following guidelines will be used to determine eligibility for students wanting to enroll in a PSEO program.

- A. Juniors must have a cumulative GPA of 3.0 and seniors are required to have a cumulative GPA of 2.5.
- B. Completion of graduation requirements for the current year of enrollment at Sauk Centre Secondary School.
- C. PSEO course registrations and enrollments must meet the graduation and diploma requirements for Sauk Centre Secondary School.

Grades and GPAs earned through PSEO courses will be applied toward the student's cumulative CPA for Sauk Centre Secondary School. In addition, the GPA earned in college level courses will transfer to the student's post secondary school of choice after high school graduation. PSEO students registered for courses off our campus are expected to sign in at the office when they visit school.

POWERSCHOOL PARENT ACCESS

Sauk Centre Schools provides parent access to the PowerSchool Student Information System. The system is designed to improve parent-school student communication by providing online access to assessment information, attendance, and other course information. Parents will have

the ability to access information regarding course progress and attendance for their student. Parents may log on to the PowerSchool website by using a personal password to obtain this information. <http://64.8.187.14/public>

PROM

Any Sauk Centre Secondary School junior or senior is eligible to attend prom with a guest. Any sophomore who is escorted by a Sauk Centre junior or senior is also eligible to attend prom. All students attending prom must be at least a sophomore but no older than 20. Any attendee that is not currently a Sauk Centre sophomore, junior, or senior must have pre-approval of the senior high principal.

RECOGNIZING STUDENT ACHIEVEMENT AND SUCCESS

A. Honor Roll

See 'Honor Roll' section.

B. Incentive Day Field Trips/Spring Fling

Our school offers an incentive to all students who successfully meet academic and behavioral expectations. Our staff seeks to encourage students to work to achieve the expectations for responsibility and respect.

- a. Students are expected to demonstrate responsibility by completing their schoolwork on time and by earning passing grades in all of their classes.
- b. Students are expected to demonstrate respect for themselves and others by following school rules.
- c. At the end of each quarter, students meeting these expectations will be able to participate in Incentive Day Field Trip activities.
- d. Students that are eligible include those who have all schoolwork completed, have passing grades in all classes have not had in-school nor out-of-school suspension, or have not had more than five negative Streeter Slips.
- e. Students not eligible to participate in the Incentive Day Field Trip activities will remain in school and will have the opportunity to complete their schoolwork. The focus for these students will be to use this opportunity to be successful and to avoid failure.

C. Wall of Fame

Each quarter, secondary school faculty members nominate ten students for the Wall of Fame. Criteria such as achievement, attitude, behavior, class participation, effort, and grades are used to determine the students to be recognized. The list of junior high students named as members of the Wall of Fame will be published at the end of each quarter.

D. Presidential Academic Awards

Presidential Education Awards are presented to ninth grade students during a ceremony held in the spring of the year.

- a. Students who have maintained A or B honor roll status throughout seventh and eighth grades and the first semester of the ninth grade are eligible for being awarded a President's Academic Award.

SCHEDULE CHANGES

- A. The curriculum at Sauk Centre Secondary School is designed to provide students a comprehensive education that can be enhanced by a variety of special interest and college-level courses classes. Sauk Centre Secondary School is committed to post-secondary planning. Many of our students choose to go on to some post-high school education.
- B. The selection of classes is a process that should not be taken lightly. You are planning your future. Talk to your parents, a school counselor, teachers, or any adult who can help you make wise choices. When selecting your classes you must keep in mind college entrance requirements, some technical college programs, military specialties, or work programs may require additional classes beyond what Sauk Centre requires for graduation.
- C. It is essential that students make thoughtful choices regarding registration for courses. Parents and students must understand that staffing decisions are based on student registration selections. Budgetary decisions are based on registration numbers, course sections are closed when enrollment numbers reach maximum allowance, and instructional supplies are ordered based on course enrollment. Once a student registers for a class and that class is scheduled, the student has a responsibility of remaining in the class and completing it.
- D. During registration, students will select their primary and alternate choices for courses. Every attempt will be made to schedule the primary requests for each student. However, in the event that it is impossible to schedule a specific combination of student requested courses or a course is not offered due to lack of enrollment, alternative choices will be used to fill the student's schedule. Students are encouraged to make their primary and alternative selections carefully.
- E. Students will not be allowed to change classes simply because they have changed their mind. Schedule changes will be limited to the following reasons or situations. In most cases, a student cannot drop a class with fewer than 15 students enrolled. In order to ensure class loads remain consistent, requests for specific teachers cannot be honored. Any exceptions to these guidelines must be approved by the building principal with parent, teacher and counselor input.
 - a. A student needs to withdraw from a course due to medical reasons. The student must provide a doctor's recommendation to have their schedule changed for medical reasons.
 - b. A student does not meet the requirements of the course or does not have a prerequisite completed.
 - c. A student has failed a class.
 - d. An obvious error is on the student's schedule (ie. two classes scheduled at the same time).
 - e. A student wishes to drop a Study Hall, On the Job or Youth Service to add a course.
 - f. A student needs to schedule a course required for graduation or for admission to a specific post-secondary school or program.

g. The change is a recommendation or requirement on a student's IEP.

SCHOOL CLOSING

The district utilizes the Honeywell Instant Alert System to notify parents and students of changes in school day schedules. In addition, if no school is to be held on a certain date, the following radio stations will be asked to carry the message early in the morning and/or the night before if possible: WCCO - Minneapolis/St. Paul 830 AM; KASM - Albany 1150 AM; KEYL - Long Prairie 1400 AM; KBHL-Osakis 103.9 FM; KIKV-Alexandria 100.7 FM; KCCO/WCCO Channel 4-St. Paul; KSTP/KSAX - Channel 5; and KCLD 104.7-St.Cloud. If bad weather forces the schools to close during a school day, the announcement will be made with the same media stations. Students are advised to use the internet for information.

SOCIAL FUNCTIONS FOR STUDENTS IN GRADES 9-12

School dances are open to all Sauk Centre Secondary School students. Unless otherwise specified, they are not open to the public. Those attending shall remain until the activity is over; those who leave shall not be allowed to re-enter. Admission will normally close at approximately 10:00 p.m.

SPECTATOR CONDUCT

Students are invited and encouraged to attend the various extracurricular activities as spectators. Exercise courtesy and common sense as a spectator.

- A. Applaud in a proper manner and at proper times.
- B. Remain seated during the performance or event.
- C. Stand at attention and pay due respect towards the flag during the playing of the national anthem.
- D. Give your attention to the performance or event.
- E. Respect the opponents, officials, other fans, and school staff.
- F. Failure to follow rules of conduct could result in removal from event(s) and further disciplinary action.

STUDENT RECORDS

Including grades, student records may also contain notes on conduct, attendance records, standardized test results, medical reports, general family data, date of birth, etc. A student's records are open to parents or guardians and the student, subject to proper request procedures. Students or parents who wish to review a student's file may do so by submitting such requests to the superintendent or building principal in writing. Access to the files will be granted within twenty-four hours of the written request during normal business hours. Copies of information may be requested in the same manner with duplicating costs paid by the student or parent.

Notice is hereby given that Independent School District 743, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as directory information. Information relating to students may be made public if the information is in any of the following categories.

- A. Student's name, address, and telephone listing.
- B. Date and place of birth.
- C. Participation in officially recognized activities and sports.
- D. Weight and height of members of athletic teams.
- E. Dates of attendance.
- F. Grade levels completed.

STUDENT STANDING

For the 2018-2019 school year student standing will be determined by the number of credits that have been accrued.

Less than 20 credits	Freshman	80 required for graduation
21 to 39 credits	Sophomore	80 required for graduation
40 to 59 credits	Juniors	80 required for graduation
60 to 80 credits	Seniors	80 required for graduation

STUDY HALL

Students may be assigned to one study hall each quarter (grades 7/8 only). The study hall is intended to be used for study purposes.

- A. Absences and tardiness to study hall will be regarded and treated in the same way as an absence or tardy for any other class.
- B. Students are expected to bring work and materials to complete during study hall.
- C. Students will obtain permission to work with other students from the study hall supervisor.
- D. Students must obtain a pass from a faculty member if requesting to work in the faculty member's classroom during study hall.
- E. Students may obtain a pass from the study hall supervisor to go to the Media Center.
- F. Students must use the agenda book passports to go to the restroom, locker, or office.
- G. Students who have earned a grade of F or Incomplete on mid-quarter or end-of-the quarter grade reports are restricted to study hall unless they have written permission from a faculty member to report to a classroom.

SUPERVISED AREAS

It is general policy that students will be under the supervision of a staff person while in school. Certain areas such as the gym, weight room, science labs, industrial education labs, home economics labs, art rooms, etc. are considered to be hazardous areas without proper supervision and/or eyewear. Students are forbidden to be in those areas without teacher supervision both during the normal school day and after school hours. Students who refuse to follow reasonable safety rules of the classroom may be subject to suspension and/or expulsion proceedings from the class.

TENNESSEN WARNING

Students have the right to refuse questioning. However, students are expected, by school policy, to cooperate with school officials when being questioned in a disciplinary investigation. Noncooperation may result in disciplinary action. Information received will be released to school officials, parents, guardians, the MSHSL if necessary. Suspected criminal activity will be submitted to law enforcement.

TRANSFERS

Students leaving school before the end of the school year are to pick up a checkout form from the counselor and have the form signed by each of the student's teachers, the media center personnel, and the school secretary in the principal's office. Only after returning the form to the counselor will the transfer be complete

VALEDICTORIAN AND SALUTATORIAN

There will be no valedictorian or salutatorian selected for the class of 2019 and beyond.

VIDEO

Photographing or videotaping of anything or anyone in school between 8:20 and 3:00 PM is against school policy unless there is permission given ahead of time to do so. All images and video will be confiscated as evidence.

VISITORS

All visitors to a public school building must present themselves at the administrative office to gain permission to remain in the building to conduct business or visit with either staff or students. Persons loitering in this building or on the school grounds will be prosecuted to the fullest extent of the law. Student visitors are not permitted at Sauk Centre Secondary School without the permission of the principal. Students who wish to bring a guest to school must present a written request to the principal at least five days in advance. Guests must be from outside of the Sauk Centre area. Guests will not be permitted to visit the school on a day before a scheduled vacation. In addition, guests will not be permitted to visit during the first two weeks and the last two weeks of the school year.

WEAPONS POLICY

PURPOSE

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

The full text of the Hazing Prohibition Policy is printed in the appendix of the Secondary School Handbook.

WORK STUDY PROGRAMS

Sauk Centre Secondary School currently offers an on-the-job training program. Students may earn up to four quarter credits toward graduation in an on-the-job program provided they also take a course related to their

employment at the school and are under the supervision of a teacher job coordinator.

18 YEAR OLDS

All regulations of the school will apply and will be administered to all students including those 18 years of age and older (including attendance policies and permission from parents). Students who are living independently will make special arrangements with the principal.

Appendix

BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.The term, "bullying," specifically includes cyber-bullying as defined in this policy.

- B. “Cyber-bullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” 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.
- F. “Prohibited conduct” means bullying or cyber-bullying as defined in this policy or retaliation or reprisal for asserting, alleging,

reporting, or providing information about such conduct or knowingly making a false report about bullying.

- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may

constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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 try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. 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; the student discipline policy (See

MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. 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 who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR 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 commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and

standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyber-bullying; and
 - 5. Internet safety and cyber-bullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

 - 1. Engage all students in creating a safe and supportive school environment;
 - 2. Partner with parents and other community members to develop and implement prevention and intervention programs;

- 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 - 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 - 5. Teach students to advocate for themselves and others;
 - 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 - 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other

applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

HARRASSMENT PROHIBITION

A. 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 religious, racial or sexual harassment and violence.

The full text of the Hazing Prohibition Policy is printed in the appendix of the Secondary School Handbook.

B. GENERAL STATEMENT OF POLICY

- a. It is the policy of the school district 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 bullying, 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.

C. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

a. Sexual Harassment: Definition

- i. 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:
 - i. 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
 - ii. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - iii. 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 education environment.

ii. Sexual harassment may include but is not limited to:

- i. unwelcome verbal harassment or abuse;
- ii. unwelcome pressure for sexual activity;
- iii. 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;
- iv. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- v. 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 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:

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

c. Religious Harassment: Definition

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

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

d. Sexual Violence: Definition

Sexual violence may include, but is not limited to:

1. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

f. 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.

g. 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.

h. 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.

D. REPORTING PROCEDURES

- a. 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 school 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 a 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.
- c. 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,

- d. In the District. The school board hereby designates Dan Brooks as the school district human rights officer(s) 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 Board Chairperson.
 - e. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
 - f. Submission of a good faith complaint or report of bullying, religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
 - g. Use of formal reporting forms is not mandatory, but strongly suggested.
 - h. 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.
- E. 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 superintendent.
 - 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 investigator 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, as 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 investigator 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.

F. SCHOOL DISTRICT ACTION

- a. Upon receipt of a report, the superintendent will take or direct appropriate action. Such action may include, but is not limited to, warning, suspension, 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.

G. 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.

H. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

I. 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.

J. 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 appear in the student handbook.
- c. This policy will develop a method of discussing this policy with students and employees.
- d. This policy shall be reviewed at least annually for compliance with state and federal law.

HAZING PROHIBITION

H. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed 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. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing 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

- 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 school-related 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.

IV. REPORTING PROCEDURES

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

B. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, 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. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), 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 comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations.

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 hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. 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. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. DISSEMINATION OF POLICY

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

B. The school district will develop a method of discussing this policy with students and employees.

UNPAID MEAL CHARGES

A. PURPOSE

a. The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

B. PAYMENT OF MEALS

a. Students have use of a meal account. When the account balance reaches zero, a student may charge no more than -\$10.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la

carte items until the negative account balance is paid. Students will be given an alternate meal at a charge of \$1.00.

- b. Payments may be made online at www.isd743.org and then go to the RevTrak tab. A payment may also be sent to school and should be clearly labeled with the student's name, grade, and parent name.
- c. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- d. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- e. The school district will provide an alternate meal that meets federal and state requirements to a student who has an account balance of -\$10.00 or more or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal of \$1.00 will be charged to the student's account or otherwise charged to the student.
- f. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- g. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

C. LOW OR NEGATIVE ACCOUNT BALANCES - NOTIFICATION

- a. The school district will make reasonable efforts by notifying families each week via the Instant Alert calling system when meal account balances are low or fall below zero according to the following guidelines:
 - i. 1st Alert - When account balance reaches \$10.00 or below.
 - ii. 2nd Alert - When account balance reaches \$0 or negative.
 - iii. 3rd Alert - When account balance reaches negative \$10.00.
- b. Families can check their child's lunch account balance on PowerSchool, or by contacting the District Office or Food Service Office.
- c. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

D. UNPAID MEAL CHARGES

- a. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- b. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- c. Negative balances of more than \$100.00, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- d. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

WEAPONS POLICY

A. PURPOSE

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

B. 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. However, this policy shall not restrict law enforcement personnel nor licensed persons in their legal possessions.

C. DEFINITION

a. "WEAPONS"

- b. 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.

1. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including but not limited to weapons listed above which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.

2. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, rubber bands, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- c. "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.
 - d. "Possession" means having a weapon on ones' 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.
- D. CONSEQUENCES FOR WEAPON POSSESSION / USE / DISTRIBUTION
- a. The school district and this school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequences 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. possible 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.
- E. POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT OR TOOLS
- While the school district and the school takes a firm "Zero Tolerance" position on the possessions, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rules against the possession use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession any use will be treated as the possession and use of a weapon. ANY INSTRUCTIONAL USE OF SUCH EQUIPMENT OR TOOLS SHALL BE PRE-APPROVED BY THE SUPERINTENDENT IN WRITING.
- F. 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.