



Hutchinson High School

Student Handbook 2019-20

Excellence in Academics, Activities, and Character

Hutchinson High School
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**2019-2020
Student Handbook**

**Hutchinson High School
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District Mission Statement
Excellence in Academics, Activities and Character

District Core Values
Relationships are essential for student success.
All students learn.
A culture of high expectations is critical.
A meaningful and challenging curriculum is vital.

HHS Norms
Help Everyone Succeed
Communicate “You Matter”
Honor the Absent
See the Problem, Own the Problem
Assume Positive Intent

HHS Phone Contacts
Attendance Secretary 320-234-2691
High School Office 320-587-2151
Activities Office 320-234-2647
Counseling Office 320-234-2641
Crow River ALC 320-234-2692
Chemical Health Coordinator 320-587-2151, x5003

Crisis Lines
Hutchinson Area Health Care Helpline: 320-484-4585
First Call for Help: 800-543-7709 or 211

The procedures included in the Hutchinson High School Student Handbook are based on School Board policy and are the guidelines for school operation. Complete policies are available for review on the school district's website (<http://www.isd423.org>).

The procedures and policies listed are those enacted by the School Board or proposed to them in April 2019. In the event that this handbook conflicts with any subsequent Legislative, School Board action, or procedural changes taking place in the interim, amendments to this document will be posted and disseminated 72 hours prior to these actions taking effect.



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HHS BELL SCHEDULES

The HHS educational day runs from 7:35am to 2:20pm. The typical school day is divided into five academic blocks plus one advisory period ("FLIP"). Lunch is determined by grade level advisory on the regular bell schedule or 3rd block teacher on the 2-hour late schedule.

REGULAR SCHEDULE	2-HOUR LATE SCHEDULE	FINALS DAY 1
Block 1 -- 7:35 - 8:37 Block 2 -- 8:47 - 9:49 Block 3 -- 9:59 - 11:01 Lunch 4A -- 11:01 - 11:30 FLIP 4A -- 11:40 - 12:00 FLIP 4B -- 11:10 - 11:30 Lunch 4B -- 11:30 - 12:00 Block 5 -- 12:06 - 1:08 Block 6 -- 1:18 - 2:20	Block 1 -- 9:35 - 10:24 Block 2 -- 10:29 - 11:18 Lunch 3A -- 11:18-11:48 Block 3A -- 11:48-12:37 Block 3B -- 11:18-12:07 Lunch 3B -- 12:07-12:37 Block 5 -- 12:37-1:26 Block 6 -- 1:31 - 2:20	Block 1 -- 7:35 - 9:20 Block 3 -- 9:35 - 11:20 Lunch -- 11:20 - 12:30 Block 6 -- 12:30 - 2:15 FINALS DAY 2 FLIP -- 7:35 - 9:20 Block 2 -- 9:35 - 11:20 Lunch -- 11:20 - 12:30 Block 5 -- 12:30 - 2:15

2019-20 HHS EVENT CALENDAR

Wednesday, August 21	Lifetouch Picture Day
Wednesday, August 28	New Student Orientation/Open House
Tuesday, September 3	1st Day of School
Friday, September 6	Picture Make-up Day w/Lifetouch
Monday, September 9	Crow River Area Night School Starts
Thursday, September 26	Cap/Gown (Gr 12) & Class Ring (Gr 10) Meetings
Friday, September 27	No School (Teacher Workshop)
September 30 - October 4	Homecoming Week
Wednesday, October 2	Two Hour Late Start
Thursday, October 3	Picture Re-Take Day w/Lifetouch
Friday, October 4	Homecoming Dance
Tuesday, October 15	Tri 1 Evening Conferences
Wednesday, October 16	No School (Teacher Workshop)
Thu Oct 17 & Fri Oct 18	No School (MEA Weekend)
Friday, October 25	Career Fair (Grade 10 only; @ Ridgewater)
Monday, November 4	NHS Induction
Wednesday, November 6	Two Hour Late Start
Monday, November 11	Veterans Day Ceremony
Monday, November 25	Tri 1 Finals (Day 1)
Tuesday, November 26	Tri 1 Finals (Day 2)
Tuesday, November 26	Early Graduation Declaration Deadline
Wednesday, November 27	No School (Teacher Workshop)
Thu Nov 28 & Fri Nov 29	No School (Thanksgiving)
Monday, December 2	Trimester 2 Begins
Wednesday, December 4	Two Hour Late Start
December 23 - January 1	No School (Winter Break)
Thursday, January 2	School Resumes
Thursday, January 16	Tri 2 Evening Conferences
Monday, January 20	No School (Martin Luther King, Jr Day)
Friday, February 14	No School (Teacher Workshop)
Monday, February 17	No School (Presidents' Day)
February 24 - 29	Winter Week Celebration
Wednesday, March 4	Tri 2 Finals (Day 1)
Thursday, March 5	Tri 2 Finals (Day 2)
Friday, March 6	No School (Teacher Workshop)
March 9 - 13	No School (Spring Break)
Monday, March 16	Trimester 3 Begins
Friday, April 10	No School (Good Friday & Passover)
Thursday, April 23	Tri 3 Evening Conferences
Saturday, April 25	Prom
Wednesday, May 6	Two Hour Late Start
Monday, May 18	Senior Awards
Monday, May 25	No School (Memorial Day)
Wednesday, May 27	Baccalaureate
Tuesday, May 28	Crow River Area Night School Ends
Thu May 28 & Fri May 29	Grade 12 - Finals
Friday, May 29	Grade 12 - Last Day of School
Friday, May 29	PSEO Declaration Deadline
Mon Jun 1 or Tue Jun 2	Seniors Serve Seniors Day
Tuesday, June 2	Tri 3 Finals (Day 1)
Wednesday, June 3	Tri 3 Finals (Day 2); Last Student Day
Friday, June 5	Commencement

INFORMATION

ACADEMIC RESOURCE CENTER (“ARC”)

The purpose of the ARC is to have a quiet area where students can engage with their study. The ARC is open from 7:00am - 3:00pm on M/W/F and 7:00am - 4:00pm on T/Th. While in the ARC, students are expected to adhere to the rules and purpose of the ARC.

Students may check out up to five (5) books at a time for a four (4) week loan period. If a book is needed for a longer period of time, the student is requested to return the book to the ARC and renew the loan. If a student has an overdue book, the student may not check out any additional books. Students are charged a replacement fee if a book is damaged or not returned.

When a book is overdue or damage fees are not paid at the end of a trimester, the student may be referred to administration.

AGE OF MAJORITY / EMANCIPATION

Students who are living independently of parents or guardians or are 18 years of age are required to contact the HHS Principal for permission to write notes. Students who turn 18 years old during the school year have additional rights available to them. If a student who meets the age of majority still retains their parental/guardian address, parents/guardians will continue to have full communication rights regarding their student’s personal information until graduation.

BACKPACKS / BOOKBAGS

HHS employs a Limited Backpack policy in the hallways and classrooms. Students are welcome to use book bags to carry materials to and from school. Do not leave valuables (Chromebooks; graphing calculators; cash; other) in your locker. Students can bring a book bag (up to 12"x18"x18") to a classroom that may be stowed in a cubbie or under your chair. The use of large backpacks are prohibited for safety and storage reasons.

BOOK FINES

HHS will charge students a reasonable replacement fee for lost or destroyed textbooks, workbooks, and library books. Students are expected to pay these fees annually.

BRING YOUR OWN DEVICE (BYOD)

Personal digital devices (Chromebooks; laptops) are required for all students. If students qualify for free or reduced lunch and would benefit from assistance in obtaining a device, please contact the District Office to get the necessary paperwork. Forms to apply for the use of a District device may be found at the District’s Central Office, (30 Glen Street NW, Hutchinson, MN). Daily Chromebook checkout is available in the ARC for emergency circumstances.

BUILDING VISITORS

HHS is a secure facility. During student hours, all visitors to HHS must enter through Door #1 and sign-in in the Main Office. Student guests are not permitted during student hours (please see “Student Guests / ‘Shadows’” in the “Information” section of this handbook). All visitors will be required to report to the Main Office as they arrive and sign-in electronically. A visitor badge is required to be worn at all times while in the building. All visitors must be accompanied.

CARE OF PROPERTY

Defacing walls, desks, and/or other school property will not be tolerated. Students involved in acts of vandalism or carelessness will be responsible for damages and are subject to discipline.

CELL PHONES AND ELECTRONIC DEVICES

Students are allowed to bring cell phones and personal electronic devices into the building for use before and after school, during passing periods, and during lunch. Students are not allowed, unless pre-approved by the teacher, to use or have their electronic device accessible during class. If a student violates the teacher’s policy, the device can be confiscated and returned to the student at the end of the day. If a student has multiple violations, the device will be given to building administration and they will contact the parent/guardian for retrieval.

The use of electronic devices to create, distribute, or post recordings, either audio or video, of any school activities, classroom, student, or school employee without prior approval of a building administrator or the use of electronic devices in locker rooms, classrooms, or other areas requiring a secure and/or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with district policy. This expectation applies to all school buildings, school grounds, and school property, school-sponsored activities or trips, 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 premises or events, and all school-related functions. This expectation also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

CLOSED CAMPUS; “ONCE IN / ONCE OUT”

HHS has a closed campus protocol in order to create and sustain an atmosphere conducive to learning. If a student needs to leave HHS during the student day for a school-approved reason, the student must sign-out in the Main Office. Failing to do so then returning to HHS creates both a student management and a security risk and will result in the student being dismissed from HHS for the remainder of the school day. Continued violations of the closed campus and/or “once in / once out” expectations will be met with progressive discipline.

(Note: Students attending lunch on Thursdays at CrossPoint Church will not be asked to sign-out.)

COLLEGE STUDY

Students enrolled in two or more Advanced Placement, concurrent, and/or PSEO courses in one school year may choose to enroll in a College Study block. Stipulations for College Study enrollment are as follows:

- Students enrolled in a College Study block must otherwise have a full course schedule during the College Study block trimester
- If a PSEO course schedule overlaps with the HHS regular bell schedule causing the student to miss class time at HHS, the College Study block will be placed in the student's daily schedule in order to eliminate the overlap
- Students on-campus during their College Study block are required to locate themselves in either the ARC or the Commons
- Students enrolled in a College Study may request to travel off-campus during this block by completing and returning the "College Study Privileges" form found in the Counseling Office

COMMENCEMENT

- Commencement Fee: There is a fee of \$35 due by December 1st for all students participating in commencement to cover the costs associated with the event. This fee covers: graduation programs; flowers; a professional photograph mailed to the student; equipment rental, and Parchment transcripts. HHS pays for honor cords, diplomas, caps, gowns, and tassels.
- Commencement Participation: Students in Grade 12 are informed at the beginning of the third trimester if they are on track to participate in commencement and/or to obtain their HS diploma. Students within 1.0 credit of graduation or who have completed all of the subject area requirements are allowed to participate in commencement. If students in Grade 12 are not on track to graduate at the start of the academic year, they should coordinate with their school counselor to make arrangements to adjust their daily class schedule or to enroll in the CRALC. Commencement decisions are made at least two weeks prior to event. In order to participate in commencement, Grade 12 students must be fully enrolled at HHS during Trimester 3 (Note: this requirement does not preclude non-conforming students from earning an HHS diploma).
- Announcements and Caps/Gowns/Tassels: Students are able to order caps/gowns/tassels along with graduation announcements, open house cards, and other items through Jostens. Sizing for gowns is based on student height and weight. Students will be given a Jostens order form to complete or they may complete the transaction online through the Jostens website. The HHS Office will notify students in Grade 12 once orders have arrived. Please inquire in the Main Office with questions. All orders are due by December 1.
- Diploma: Students determine how their name will be printed on their high school diploma. This decision needs to be communicated to the Main Office by December 1. If this information is not turned into the Main Office on/before December 1, your name will be printed on your diploma as it appears on your class schedule. Students will also be asked how the names of their parent(s)/guardian(s) should appear in the Hutchinson Leader.
- Commencement Speakers: The Student Council President will give the opening address at Commencement (unless declining the honor). Students in Grade 12 willing to submit a draft speech to the Principal on/before May 1 will have the opportunity to audition for Senior Reflection and Farewell addresses. These students will then audition in May before a selection committee to include HHS administration. Speeches are limited to three (3) minutes or less, and students selected as speakers must provide an exact copy of their speech to HHS administration no later than one (1) week prior to commencement.
- Foreign Exchange Students: Foreign exchange students 17 years of age or older are able to participate in commencement. If the foreign exchange student is pursuing an HHS diploma, they must meet all requirements regarding academics and testing, and the student must declare this intention to their school counselor on/before October 1. If not, foreign exchange students participating in commencement will receive a record of attendance certificate from HHS.

DANCES

HHS dances (not including Prom; see separate “PROM” section below) are open to all HHS students and one guest per HHS student subject to approval by HHS administration no later than the Wednesday prior to the dance. Guests for dances must be at least 9th grade, not older than 19 years of age, and have prior written approval from HHS administration. All attendees must check-in upon arrival at the dance. School sponsored dances are an extension of the normal school day and all school rules apply. The administration reserves the right to turn away guests at the door if they are not on the guest list. Students must have served all of their office detention time in order to be allowed to attend the dance.

It is the intent of HHS to provide opportunities for high school students to experience positive dance activities. Because HHS believes in creating an environment that is healthy, safe, and free from harassment, inappropriate dance that is “overtly sexual” is prohibited. Dances will end no later than 11:00pm. Doors will close to entry during the event. If students leave during the dance, they may not re-enter. Dress codes unique to a dance may be enforced.

DELIVERIES - THIRD PARTY

Students are not to order items from third parties (businesses; restaurants; et cetera) to be delivered to HHS. All delivery orders will be refused. HHS is not responsible for students items or orders refused.

DIRECTORY INFORMATION ([District Policy 515](#))

HHS complies with laws relating to educational records that are collected, stored, and disseminated. The laws: (1) limit the amount of data which is collected about an individual; (2) limit access to and release of those records which are collected; (3) provide procedures to insure that the information which is collected is accurate; (4) provide penalties in the event that the statutes are not followed.

Pursuant to the U.S. General Education Provisions Act of 1974, the following items are “directory information” as provided in said act and that information relating to students may be made public by designated school authorities if said information is in any of the following categories:

- Student’s name, address, and telephone number, date and place of birth
- Major fields of study
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agencies or institutions attended by the student
- Names of parents/guardians

Parents, as it affects their children, guardians, as it affects their wards, or adult students as it affects themselves, may request that directory information not be given to outside agencies or individuals. In doing, so the parent, guardian, or adult student shall inform the administration of this request in writing. Requests must allow sufficient lead time for the administration to delete or modify the publication of any directory information.

Designated school authorities shall make the decision as to what directory information shall be published and who shall be eligible to receive directory information with the best interests of the students in mind.

Directory information for the Minnesota State High School League shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events.

Federal regulation provides military recruiters with access to the name, address, and telephone number of all secondary students. Students or parents who wish to have the school withhold this information must provide the school with a written notice prior to October 1 of each school year that this information is not to be released to military recruiters without prior written consent. The appropriate forms are available in the Counseling Office.

DRESS CODE ([District Policy 504](#))

It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

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

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

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

- "Short shorts", skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing which bears a message which is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined by Policy 413.
- Any apparel or footwear that would damage school property.

Hats, caps, and other head attire are not allowed to be worn in classrooms except with the approval of administration (i.e., student undergoing chemotherapy; medical situations; other).

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory or profane, or do not advocate violence or harassment against others.

FIELD TRIPS ([District Policy 610](#))

Field trips and related activities enrich the curriculum. All school policies are in effect for such events. Students must use HHS-contracted transportation for field trips and may not transport themselves during a field trip experience.

FLEXIBLE LEARNING INTERVENTION PERIOD (FLIP)

During Block 4 on M/W/F of each week (unless otherwise specified), students can structure this time to meet their academic needs. Teachers will be available for academic intervention, consultation, test retakes, and other supportive activities. Students are expected to use this time productively and efficiently.

FOOD SERVICE MEAL CHARGES ([District Policy 534](#))

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.

Payment of Meals

- A) All meal purchases are to be prepaid before meal service begins. Payments can be made electronically through Infinite Campus, at the school, or the District Office. A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.
- B) 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.
- C) When a student has a negative account balance, the student will not be allowed to charge a snack item.
- D) 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.

Low or Negative Account Balances: Notification

- A) The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B) Families will be notified when the balance reaches \$5.00 or below. Families will be notified by email, phone, or letters sent home.
- C) Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

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 \$5.00, not paid prior to the student's last day of class, 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.

Communication of Policy

- A) This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1) all households at or before the start of each school year;
 - 2) students and families who transfer into the school district, at the time of enrollment;
 - 3) all school district personnel who are responsible for enforcing this policy.

FREEDOM OF EXPRESSION ([District Policy 505](#))

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district. HHS recognizes that students have a right to express themselves on school property. This protection includes the right to distribute non-school sponsored material, at a reasonable time, place and manner. Students of HHS have the right to self-expression as long as they don't intrude on the rights of others.

- Student protests or demonstrations cannot stop or interfere with the general operation of the school. Students will maintain responsibility to their schedules and will be advised to return to their assigned class. Students who do not return to class will be regarded as truant.
- Students have the right to free press (thought students guilty of libel or slander will be suspended and subject to state and federal laws). Symbolic, verbal, and written freedom of expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property cannot be used.
- Student publications or other materials cannot be written, published, posted, or disseminated on school property without permission from the Principal.

FUNDRAISING ([District Policy 511](#))

No fundraising is permitted at HHS unless previously authorized by the administration. No solicitation is permitted except as authorized.

LOCKERS ([District Policy 502](#))

Lockers are assigned for students to use during the school year. However, lockers are the property of the school district and may be searched at any time for any reason and without notice.

It is the student's responsibility to keep the locker clean, inside and out. The following rules apply to locker use:

- Students must use only the locker assigned to them by school personnel.
- Please leave valuables at home! HHS will not take responsibility for lost or stolen items.
- PE teachers or activities coaches will provide safe storage on an individual basis.
- Only school locks may be placed on school lockers. School locks are available in the HS Office for a \$5 deposit. Seniors may return their locks at the end of the year and their \$5 deposit will be returned. If locks are damaged due to abuse, your \$5 deposit is not refundable.
- Do not share your locker combination with any other student.
- Do not go into another student's locker at any time for any reason.
- Report any thefts or damage to the office immediately.
- Do not write on your locker, use stickers or in any other way damage or deface your locker.

If you damage your locker, another locker, or the property of another student, or take something that does not belong to you, you may be subject to school discipline, restitution, and/or police citation. Thefts and vandalism to personal or school property should be reported to school administration immediately.

MATERIALS FOR DISPLAY ([District Policy 505](#))

There are a number of TV monitors, bulletin boards, and metal poster rails placed throughout the building. Any items posted for display must be submitted to the Main Office for review. Items posted in the building without permission (noted by the Principal's signature) will be removed. All items posted for display must be removed by the individuals who posted the items as soon as possible following the date of the event.

MEAL PRICES

Lunch prices are \$3.15 for HHS students and \$4.50 for adults. Breakfast prices are \$2.40 for HHS students and \$2.95 for adults.

NATIONAL HONOR SOCIETY (NHS)

NHS is an organization that creates enthusiasm for scholarship, stimulates a desire to render service, promotes leadership, and develops character in the students of HHS. Membership is open to students in grades 10-12 who have a cumulative GPA of at least 3.5.

Admission: Students will be notified of their scholastic eligibility and be given an application form for NHS. Students who complete the application forms will be evaluated by the Faculty Council on the basis of service, leadership and character. The first admission period will begin in September (for juniors and seniors), the second in March (for sophomores and juniors). We will have one induction ceremony in October.

NHS membership involves service. The service component of NHS (may be) satisfied through participation in Key Club. Students who are in NHS are agreeing to be active participants in the NHS organization. Students who do not actively participate in core functions will be dismissed from NHS and will not have the opportunity for reinstatement.

Members are expected to uphold the ideals of the NHS and follow the HHS rules and activities policies. Should there be an infraction of school rules, the Faculty Council will be assembled to hear the facts and determine continued participation in National Honor Society. The procedure for dismissal will be determined by the Faculty Council according to the rules and regulations of NHS. A copy of the "procedure for dismissal" is available from the NHS advisor.

OPEN LUNCH DURING TRIMESTER FINALS

On Trimesters Finals days, students in grades 9-12 will have open lunch privileges. Lunch will also be served as usual at HHS.

PARKING AT HHS

All students parking on campus will be expected to register their vehicle with the high school office, purchase a parking permit for their vehicle, and display a valid HHS parking permit appropriately in clear view and at all times. The parking permit tag is to be hung on the rearview mirror so that it can be read from outside the vehicle. When HHS student parking lots reach full capacity, no more parking passes will be issued.

Student parking permits are sold specifically for an individual parking lot (East Lot or West Lot) and the permits are visually distinct. Students will not be able to switch lot assignments after initial purchase. Due to limited availability, East Lot permits will be available only to students in Grade 12 until the first student day of the school year; at that time, if any East Lot permits remain, they will be made available on a first-come / first-served basis.

Cost: Vehicle Parking fees are \$50 per year. Motorcycle/scooter/moped permits are \$10 per year. A daily parking permit may be purchased for \$1 per day.

Permits Required: Parking permits will be required on all vehicles parked on HHS grounds. Vehicles without a parking permit valid for the current school year visibly displayed from the rearview mirror will receive a warning, a fine of \$10, a tire clamp or lock, and/or their vehicle towed for each violation recorded. Overnight parking is permitted only by prior approval of administration.

Student Parking Locations (with permit):

- West Lot
- Stalls in center of East Lot
- Underneath Stadium Press Box (motorcycle / scooter / moped permit only)

Parking Lot Expectations:

- The speed limit in the parking lot is 10 mph.
- Students are expected to drive safely and not put others in danger.
- Students who speed or drive carelessly will be reported to the police.
- Accidents, thefts, or vandalism should be reported to the office immediately.
- Trash should be put in appropriate trash receptacles to help keep the parking lot clean and safe.

Failure to adhere to parking expectations may result in discipline up to and including revocation of parking permit. There are no refunds provided for revoked or suspended parking privileges.

PHYSICAL EDUCATION FOR TEMPORARILY DISABLED STUDENTS

Students who are ill or injured are encouraged to continue to be in physical education if they can participate in the scheduled activities or if a teacher-supervised alternative can be arranged. The parents of students who are injured or ill for a long-term period should contact the HHS Principal to discuss academically appropriate options.

PLEDGE OF ALLEGIANCE ([District Policy 531](#))

HHS will set aside time to recite the Pledge of Allegiance on the first student day of each week. Employees and students will be provided equal opportunity to voluntarily say the Pledge of Allegiance. Students and employees will respect another individual's right to participate in the Pledge of Allegiance.

PROM

Prom is open to all HHS students in grades 11 and 12 and one guest per HHS student subject to approval by HHS administration no later than the Wednesday prior to Prom. Guests for Prom must be at least 10th grade, not older than 19 years of age, and have prior written approval from HHS administration. All attendees must check-in upon arrival at Prom. Prom is an extension of the normal school day and all school rules apply. The administration reserves the right to turn away guests at the door if they are not on the guest list. Students must have served all of their office detention time in order to be allowed to attend the dance.

It is the intent of HHS to provide opportunities for high school students to experience a positive Prom. Because HHS believes in creating an environment that is healthy, safe, and free from harassment, inappropriate dance that is "overtly sexual" is prohibited. Prom will end no later than 11:30pm. Doors will close to entry during the event. If students leave during Prom, they may not re-enter. Prom is a formal event and attire appropriate to the occasion is required.

PUBLIC DISPLAYS OF AFFECTION (PDAs)

Students are expected to adhere to behaviors expected in a professional atmosphere. This includes public displays of affection. Self-respect and having respect for others does not include public displays of affection. Public display of affection will be limited to holding hands.

SENIOR PORTRAITS

Students in Grade 12 must upload their senior portrait to Josten's website (images.jostens.com) by Dec 1st. The HHS user ID is 408403601.

Submission Deadline:

If a student in Grade 12 does not upload a senior portrait on/before Dec 1st, the Yearbook staff will use the most recent Lifetouch/Campus image available; if no image of the student is available, the student's name will be listed in the "No Photo Available" section of the yearbook.

Requirements:

Full color (no black/white, sepia or other color treatments); vertical (not horizontal) head/shoulders shot (no full-body; no reclining; no waist-up; no extreme close-up; face must be fully visible); no props (including, but not limited to: vehicles; pets/animals; sports equipment; hats; weapons); no words (i.e., graduation year or similar).

Usage:

The same portrait will appear in both the Tiger Yearbook and the Hutchinson Leader. Please contact the Yearbook advisor with questions.

SPECIAL FEDERAL PROGRAMS NOTICE (TITLE IX; SECTION 504)

Prior to the beginning of each school year, districts must advise students, parents, employees, and general public that all vocational opportunities will be offered regardless of race, color, national origin, sex or disability. Must include: A brief summary of program offerings and admission criteria, the name, office address, and phone number of persons designated to coordinate compliance under Title IX (Activities Director, 234-2698) and Section 504 (Special Services Director, 320-234-2618).

STANDARDIZED TESTING OPT-OUT POLICY

The State of Minnesota requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. This is that notice. The Commissioner of the Minnesota Department of Education (MDE) was tasked by the Legislature with developing a form for parents to use to exercise this option. Access the form at:

<http://www.mnmsba.org/Portals/0/Documents/MDE-TestingOptOutForm.docx>

STUDENT COUNCIL

Student Council is an organization that represents the student body at HHS. The Student Council Constitution governs all actions and procedures of its membership. Student Council promotes a way for students to express ideas, opinions, and concerns. The Student Council also promotes student and staff recognition, school spirit, good school citizenship, and the general welfare of the school. Elections for class officers and at-large members are held in the spring for the following school year. Members are expected to demonstrate leadership and a positive attitude. They must follow HHS rules and activities policies.

STUDENT GUESTS / "SHADOWS"

Student guests (sometimes referred to as "shadows") are not permitted at HHS. Individuals interested in enrolling at HHS should contact the Counseling Center to schedule an academic conference and building tour.

STUDENT SUPERVISION

All students are to be under the direct supervision of their teacher of record at all times.

STUDENT USE OF DISTRICT-OWNED TECHNOLOGY

- Computer Labs: Computer labs are available during the school day for teacher check-out only
- Equipment: All computers labs provide appropriate access to modern hardware, software, and the internet. Students are strongly urged to use their HHS-provided Google account for all school purposes.
- Use: It is expected that students respect the use of school equipment. Any misuse of school technology will be considered vandalism and consequences will be imposed. No food or drinks are allowed in computer labs.
- Student Technology Accounts: Students have access to the district's wireless network, their HHS-provided Google account, Naviance, and Student Portal to Infinite Campus. Students should not share their login information with anyone else. Students are responsible for all content connected to their accounts.

Student Wireless Network	WiFi Access Point: ISD423STAFFSTUDENT Username: <First Name><Last Name> <Last number for year you graduate> (Example: "JaneDoe6") Password: Lunch Pin Number
Student Google Account	User: <First Name><Last Name> <Last number for the year you graduate>@student.isd423.org (Example: "JaneDoe6@student.isd423.org") Temporary Password: password423
Naviance Student Account	URL: https://connection.naviance.com/familyconnection/auth/login/?hsid=hutch Username: Student's HHS-provided Gmail address
Infinite Campus Student Portal	URL: https://campus.hutch.k12.us/campus/portal/hutchinson.jsp Username: Student ID number Password: <First Initial><Last Initial> <birthdate: mmddyy> (Example: "JD122998")

- Expectations: HHS is pleased to offer students access to the district computer network for Internet use. Electronic information research skills are now fundamental to preparation of citizens and future employees. The use of the school district system and access to use of the Internet is a privilege, not a right. Internet use is subject to compliance with school district policies. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. Should the user violate the acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

TITLE IX COMPLAINTS AND GRIEVANCES

This Hutchinson Public Schools believes that all students and employees will have equal opportunity regardless of race, gender, age, and social economic background. Open discussion between students, staff, and administration is encouraged. In fact, most problems are resolved by open discussion without ever following the procedures listed below. However, in the event a student or groups of students would like to appeal or discuss a rule or regulations or decision made by an instructor or the administration, the following procedure should be followed:

- 1) The student should present the problem in writing to the instructor and/or advisor as soon as possible to see if it can be resolved at that level. A written response must be given within ten (10) days to the student.
- 2) If the problem cannot be resolved at Level 1, the student has the right to present the problem in writing to the building compliance officer. A written response to the student will be made within ten (10) days.

TRANSFER / WITHDRAWAL FROM SCHOOL

If students are considering transfer or withdrawal from HHS, students are reminded that Minnesota statute stipulates that students are required to be enrolled in school until 18 years of age (or 17 years of age with parent/guardian consent). Students considering transfer or withdrawal from school must complete the Transfer / Withdrawal form available in the Counseling Center, complete an exit survey, and return any books or materials, and payment of any outstanding fees.

VOLUNTEERS

To protect the welfare of our students, criminal history background checks for volunteers are required for those who work on-site without supervision and for all off-site volunteers (including field trips that leave the city limits, coaches and advisors). These background checks will be at the district's expense and information will be kept confidential. To start the background check process, contact the school for a Volunteer Background Check Request form. This form needs to be submitted and your background check completed and approved well in advance of the volunteer opportunity. Approved background checks are good for two years. Volunteers who are denied based on the results of the background check will be notified directly.

Without the time and talent of volunteers, many of our programs would not be possible or run as smoothly as they currently do. Thank you for your cooperation as we continue to maintain a safe and secure educational environment for our students.

(Note: criminal history background checks are also required for all new employees, at their expense, prior to starting employment.)

ACADEMICS

ACADEMIC INTEGRITY

Integrity is essential to excellence in education and life more generally. Assessments and other school work are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge and each assessment must be evaluated on what the student knows or is able to do to ensure a clear and accurate accounting of the student's mastery of course objectives. When a student chooses to violate the academic integrity policy, it is a behavior infraction. As a result, the teacher will find an alternative way to assess the student's knowledge. In addition, all stakeholders (student; parent/guardian; teacher; administration) work to identify the cause(s) of the behavior and to assist the student in reflection and behavior modification in a caring, consistent, and instructive way.

As a guiding principle, academic dishonesty includes, but is not limited to, cheating, plagiarism, and/or collusion on any assessment submitted for credit.

Cheating: Using dishonest methods to gain an advantage

Plagiarism: To steal or purloin and pass off as one's own the ideas, words, artistic production of another; to use, without credit, the ideas, expressions or productions of another.

Collusion: A secret agreement or cooperation especially for an illegal or deceitful purpose

Consequences:

A violation of the academic integrity policy is a behavioral infraction and shall be treated as such.

Offenses are cumulative for duration of the student's high school academic career. Administration may modify the level of consequences based on the circumstances and facts, including violations of other policies, as warranted.

Procedures for Reporting Academic Dishonesty:

1st Offense:

The student will have a conference with the course instructor, and the course instructor will complete a Campus behavior referral. In addition, the student will complete a required reflection / ethics study within one week and before alternative assessment can be completed. The student must also review this reflection with their school counselor. The Activities Director will be notified, and the student will be subject to a MSHSL Code of Conduct violation. The student's "Leadership Eligibility" (see topic of same name in "Student Activities" section) will not be affected for a 1st Offense.

2nd Offense:

The student, with his/her parents(s)/guardian(s), will have a conference with their course instructor, their school counselor, and building administration. The course instructor will complete a Campus behavior referral. The Activities Director will be notified, and the student will be subject to a MSHSL Code of Conduct violation. In addition, the student's "Leadership Eligibility" will be affected (see topic of same name in "Student Activities" section).

3rd Offense:

The student, with his/her parents(s)/guardian(s), will have a conference with their course instructor, their school counselor, and building administration. The course instructor will complete

a Campus behavior referral. As well, the student will be required to complete further ethics training. The student will meet with their school counselor to develop an academic success plan, and this plan will be reviewed by the student with building administration. The Activities Director will be notified, and the student will be subject to a MSHSL Code of Conduct violation. In addition, the student's "Leadership Eligibility" will be affected (see topic of same name in "Student Activities" section).

Students violating Academic Integrity expectations must complete the alternate assessment provided by the course instructor within a period of time established by the course instructor and administrator. The administration will determine the amount of credit to be earned. Failure to complete the assessment within the required timeframe will result in the score of zero (0).

Consequences may be modified according to the severity of the incident and the course in which the infraction occurred.

ACADEMIC HONORS

Purpose:

HHS holds high expectations for all students and promotes academic excellence for every student. The purpose of academic honors is to publicly recognize outstanding classroom achievement and provide incentive for students to do their best. HHS encourages and recognizes academic excellence in a spirit of cooperation.

Student Eligibility:

Students in grades 9-12 attending classes full time will be eligible for academic awards. Academic letters will be based upon Grade Point Average (GPA) performance. Students enrolled by October 1st of each year will be included in the ranking for their class that year.

Academic Letter Award:

Students in grades 9-11 will be selected at the conclusion of the school year (end of Trimester 2 for students in Grade 12). Students will be selected based upon cumulative GPA performance. Minimum GPA requirements are a 3.5 GPA for the entire year. An "H" letter, chenille Lamp of Knowledge, and certificate will be awarded to a student qualifying for their first academic letter. Subsequent academic letters will be recognized by a certificate.

Honor Roll:

Grading is based on a 4.00 (A) scale. HHS Honor Roll has four levels:

- Summa Cum Laude Honor Roll (GPA = 4.20 and above);
- Magna Cum Laude Honor Roll (GPA = 3.90 to 4.19);
- Cum Laude Honor Roll (GPA = 3.50 to 3.89); and
- B Honor Roll (GPA = 3.00 to 3.49).

The report card also shows cumulative GPA for each grading period from grades 9-12.

Senior Honor Awards:

Appropriate students in Grade 12 will be recognized for their academic achievement at commencement. Final determination will be made through Trimester 3 of the Grade 12 year. Honor graduates will wear the appropriate cords at commencement exercises and be so designated in the program. The academic award requirements are as follows:

- Summa Cum Laude: GPA = 4.20 or higher
- Magna Cum Laude: GPA = 3.90 to 4.19
- Cum Laude: GPA = 3.50 to 3.89

ISD423 Board Scholar Awards:

Students who best meet the district mission of excellence in Academics, Activities, and Character will be honored at graduation with a special award. Eligibility includes:

- Posting a GPA of 3.70 or better
- Participation in and completion of at least one MSHSL Fine Arts curricular activity (Band or Choir); two co-curricular competitive letters (Speech, One Act, Solo & Ensemble, Visual Arts, Robotics, FFA, Knowledge Bowl, HOSA, Math League, Real World Design Challenge and BPA); and at least one MSHSL athletic activity during the high school career (note: may include non-MSHSL activities Tiger Trap, Robotics, or Mountain Biking)
- Complete at least eighty (800 hours of community service through Key Club and/or NHS during the HHS career

ASSESSMENT OF STUDENT ACHIEVEMENT ([District Policy 618](#))

The primary purpose of grading is to communicate the academic achievement status to the students, their families, and post-secondary institutions. Additional purposes for grading may include providing information to students for self-evaluation, teachers for planning and modification of instruction, and to schools for evaluating the effectiveness of instructional programs.

The term grade for a course can be calculated solely based on summative assessments or it may be calculated based on a combination of summative and formative assessments. The combination of the academic practice and academic achievement grades will be based on embedded standards, course rigor, and/or grade level. The following calculation provides a best practice guide for grades K-12:

Academic practice grades ("formative"): a maximum of 20% of the term grade.

Academic achievement grades ("summative"): a minimum of 80% of the term grade.

Individual departments and grade levels in collaboration with the building administration will determine what assessments are included in the Academic Practice and Academic Achievement categories.

To earn credit for any course, the student must complete all major activities in the course as determined by the course instructor.

CLASSROOM PLACEMENT

Each spring, parent(s)/guardian(s) may provide input to building administration regarding their student's placement for the following school year. There are many factors to assigning a student to a class. Ultimately, placement of students is a school decision.

Elementary and secondary building administrators collaborate with teachers and counselors to examine each student's academic profile to ensure a successful, equitable classroom placement for each academic year. This comprehensive profile includes the student's strengths along with summative and formative test (MCA; FAST; SABRES) results, and the student's social, physical, and emotional well-being. This analysis also supports student placement in our intervention programs taught by our most highly trained and experienced experts in the areas of reading, math, and social/emotional skill

development. At the high school, students are able to make a four-year plan and choose their courses based on their TigerPath Academy, therefore, course selection is student-driven. Furthermore, classroom rosters are developed independent of assignment to an individual teacher, without the potential interference or subconscious bias of the teacher or parental influences. This thorough, comprehensive process allows for equitable distribution of our teaching staff and allows for reduction of equitable access concerns for all students. In addition, all certified teaching staff are licensed under the new PELSB licensing system.

COURSE ADD / DROP / CHANGE PROCEDURE

All students must have a complete schedule of five (5) academic blocks and one (1) advisory block at all times. Students may amend their assigned course schedules in accordance with the parameters outlined in this section.

First Three (3) Days of a Trimester:

Students may add/drop/change courses at will. Please see "Schedule Changes" below for add/drop/change approved criteria.

Day Four (4) through Day Ten (10) of a Trimester:

Students may drop a course. A "W" (Withdrew) will be noted on the student's transcript. If approved, the student may replace the dropped course with a different course. If the student cannot find a teacher-approved course to add, the student's counselor will work with the student to complete the student's schedule.

Day Eleven (11) and Beyond of a Trimester:

If approved, students may drop a course. An "F" (Fail) will be noted on the student's transcript. The student's counselor will work with the student to complete the student's schedule.

EARLY GRADUATION ([Board Policy 613](#))

In unique circumstances, students in Grade 12 may elect to graduate from HHS following Trimester 2. Students must communicate this intention in writing and with parent(s)/guardian(s) signatures to the HHS Principal no later than December 1. Students electing to graduate must agree to: forego participation in commencement; attend Prom as a visitor only; and acknowledge loss of eligibility in school-sponsored activities and athletics. Please see the HHS Principal for the appropriate forms.

FAILURE AND CREDIT RECOVERY

ISD423 expects all students to achieve at an acceptable level of proficiency. A student who fails a subject for a trimester will be expected to make up the failure in one of the following ways:

- 1) Repeat the course: For students that have retaken the exact course, a grade expungement of the lower grade will occur. If the student chooses a credit recovery option, the original grade will remain and the credit recovery option will be graded as S/U (Satisfactory/Unsatisfactory).
- 2) Fulfill specific requirements prescribed by the school through an alternative program (such as CRALC).
- 3) Repeat the subject during Summer School (if offered).
- 4) Repeat the course through an approved on-line course offering.

GRADE POINT AVERAGE (GPA) / WEIGHTED GRADES

Grade Point Average:

HHS employs grade point averages (GPA) to rank students academically in a way that measures the grade and academic rigor of the course studied by our students. HHS grading practices strive to encourage and motivate students while not being punitive in nature.

The calculation of grade point average:

- Will include all A-F courses completed by the student;
- Will include HHS courses taken during the middle school (i.e., Geometry, if it were taken in 8th Grade);
- Be an accurate reflection of academic rigor;
- Will be ranked to the nearest tenth (0.10);
- All students with the same GPA to the nearest tenth will have the same class rank; and
- Will include provisions for transfer students (listed below in Grading section).

Weighted Grades:

HHS will provide a weighted grading scale for those courses that meet these externally-tested standards of excellence such as Advanced Placement (AP) and the University of Minnesota's College in the Schools program (CIS) to ensure the content and quality of course content between schools and among individual teachers. Weighted courses differ substantially in their level of academic rigor. All students are encouraged to take more rigorous courses of study and be appropriately recognized for doing so. Students receiving weighted credit are required to complete the course and to complete the summative assessment. PSEO courses are not weighted (Note: To appeal for a non-weighted course, the student must make an appeal in writing to the HHS Principal prior to the first day of the course in question; the appeal will be reviewed by a faculty panel coordinated by the HHS Principal).

<u>Letter Grade</u>	<u>Regular Value</u>	<u>Concurrent</u>	<u>Weighted</u>
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	2.00	2.40
D+	1.33	1.50	1.80
D	1.00	1.00	1.20
D-	0.67	0.67	0.67

GRADUATION REQUIREMENTS ([Board Policy 613](#))

Students must successfully complete, as determined by the school district, the following high school level course credits for graduation:

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Three credits of mathematics including an algebra II credit or its equivalent, geometry, statistics and probability, or its equivalent, sufficient to satisfy all of the academic standards in mathematics.
3. Students must complete an algebra I credit by the end of eighth grade sufficient to satisfy all of the eighth grade standards in mathematics;

4. Three credits of science, including at least: (a) one credit in biology; (b) and one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
5. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
6. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
7. One half credit in health; and
8. One credit in physical education, of which one-half is to be fitness related. A student may earn an Independent Study credit in PE by satisfying the conditions set forth for Independent Study as prescribed by the Hutchinson High School Principal; and
9. Satisfactorily complete all requirements set forth in the RAMP-UP For Readiness curriculum at .25 credit per year; and
10. Complete a total of 28 high school credits.

Successful completion of each trimester-long course earns the student 0.5 credits towards graduation.

To be awarded an HHS diploma, students in Grade 12 must earn at least 50% of their credits during their Grade 12 year directly from HHS.

A pupil who becomes age 21 after enrollment is eligible for continued free public school enrollment until at least one of the following occurs: (1) the first September 1 after the pupil's 21st birthday; (2) the pupil's completion of the graduation requirements; (3) the pupil's withdrawal with no subsequent enrollment within 21 calendar days; or (4) the end of the school year.

Foreign exchange students are not ranked by GPA, but may receive a HS diploma if they meet all credit and testing requirements set forth by the District and State.

School counselors will assist students in the creation and monitoring of their personal Four-Year Plan. This plan is completed, maintained, and archived on Naviance.

HOMEBOUND INSTRUCTION

ISD 423 will provide regular and special education services for K-12 students who are absent from or predicted to be absent from the normal school site for fifteen (15) consecutive days or who are home due to accident, illness, or health impairment. State law requires that a student receive one hour of instruction for each day missed during the duration of the illness. The 15-day waiting period does not apply to students with a documented chronic illness or life-threatening disease.

For a suspended student, educational services will be offered beginning on the sixth (6) day of such suspension or exclusion.

Parents of students who may need homebound instruction need to provide notice to begin homebound services. Once notified, the district will work to secure an instructor as soon as practicable, along with any retroactive instruction.

Students who are or will be absent for five (5) or more consecutive days due to injury, surgery, illness, or pregnancy may be placed on homebound instruction with a medical doctor's written recommendations and approval of school administration. Requests should be made through to the student's school counselor.

INCOMPLETE GRADES

All Incompletes must be made up within ten (10) school days of the trimester end date. If not, the student's grade will revert to the grade established in Campus prior to the Incomplete grade being assigned. In cases of emergency, illness, or other unique circumstances, more time may be given by consent of the HHS Principal.

INDEPENDENT STUDY

This course of study involves a special interest area that is requested due to extraordinary circumstances. Students having interest in special kinds of activities may contact any certified staff member (within that subject area) for an independent study course approval. This course of study could involve academic research and/or special projects. All Independent Study proposals must follow the Independent Study guideline. Students should see their school counselor for guidelines and details. An Independent Study enrollment form is available on the HS website.

LATE WORK

Students are expected to check Student Portal and/or Google Classroom, or to email teachers, for missed work on absence days. Please do not call the office for work unless you have not received a response from a teacher.

Late formative or summative assessments will be assigned a minimum of 80% credit. (Note: Late formative assessments should be graded as normal by the teacher; if the teacher chooses to reduce credit due to late completion, scores below 80% will remain as scored, while scores above 80% could be reduced, but not to a score lower than 80%).

In general, a minimum of one (1) day for formative assessments and two (2) days for summative assessments per day of excused absence will be provided for students to earn full credit.

In the case of a pre-arranged excused absence, student work should be completed prior to or promptly following the absence as arranged with the course instructor. Teachers may use their discretion in setting deadlines in such cases.

ONLINE LEARNING PROGRAMS

HHS recognizes the importance of providing alternative learning options for some students. Internet-based instruction can provide a viable option for students who are unable to be successful in the traditional classroom setting. MN Statute places parents as the primary educator for their children. Internet-based instruction provides families with a learning opportunity in a different environment utilizing different skills. HHS participates with Northern Star Online (NSO) to deliver an online option that allows HHS students to maintain enrollment here. HHS will follow state statute when accepting online course credits. Interested students should contact their school counselor. Students pursuing online coursework through ISD 423 will need to take an Online Learning Readiness Assessment (OLRA).

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

Post-Secondary Enrollment Options (PSEO) allow students in Grades 11 and 12 to take college courses for high school credit full- or part-time at a community or technical college, liberal arts college or university, or non-profit degree-granting trade school. Students in Grade 10 may enroll in one (1) CTE course via PSEO. PSEO students are taught by a college instructor on the college or university campus. PSEO students provide their own transportation.

Students interested in PSEO should consult their counselor to discuss registration, requirements, and appropriate fit. To assist the district in planning, students must inform HHS by May 30 of each year of the student's intent to enroll in PSEO courses during the following school year. Students are bound by notifying or not notifying the district by May 30.

REPORT CARDS / PROGRESS REPORTS

End-of-term report cards and mid-term progress reports are available on Infinite Campus on-demand. HHS does not print nor mail report cards and progress reports.

SATISFACTORY / UNSATISFACTORY OPTION

Students may opt to be graded on a Satisfactory / Unsatisfactory basis for a maximum of two (2) HHS courses during their HHS career. The end-of-term grade will be recorded as either "S" or "U". Election to be graded on an S / U basis must be approved by the HHS Principal prior to the first day of the course.

Students may employ no more than 7.0 S / U credits towards their 28 total credits required for graduation from HHS. S / U credits above the limit possible to earn at HHS are typically acquired via the modification of a transcript during student transfer to HHS or via non-traditional means. Non-traditional courses include, but are not limited to: homeschool credit; credit recovery; pass/fail courses; or others deemed by the HHS Principal as non-traditional. Course grades from non-traditional instruction will be graded using the S / U option and will not factor into GPA calculations.

ATTENDANCE (District Policy 503)

ATTENDANCE RESPONSIBILITIES

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 and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility:

It is the responsibility of the student's parent or guardian to ensure that the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility:

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility:

It is the administrator's responsibility to require students to attend assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, as well as to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

EXCUSED ABSENCES

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

The following reasons shall be sufficient to constitute excused absences:

- 1) Illness.
- 2) Serious illness in the student's immediate family.
- 3) A death or funeral in the student's immediate family or of a close friend or relative.
- 4) Medical, dental or orthodontic treatment or counseling appointment.
- 5) Court appearances occasioned by family or personal action.
- 6) Religious instruction not to exceed three hours in any week.
- 7) Physical emergency conditions such as fire, flood, storm, etc.

- 8) Family emergencies.
- 9) Active duty in any military branch of the United States.
- 10) Family related work.
- 11) Vacations with family.
- 12) Prior approved college/school visits
- 13) A student's condition that requires ongoing treatment for a mental health diagnosis.

EXCUSED ABSENCES NOTIFICATION

Planned Absences:

Bring a note from a parent/guardian stating when the student will be absent from school and the excused justification. The student will then receive a "Prior Slip" from the attendance office.

Unplanned Absences:

Parent(s)/guardian(s) should call the school the day the student is absent to report the absence (320-234-2691). Please leave the student's name and reason for the absence. Upon returning to school, the student should present a written note from the parent(s)/guardian(s) to the attendance office.

Note: Any student leaving the building for an excused absence after the student day has begun is required to sign out in the Main Office. Students leaving the building after the student day has begun due to illness must have consulted with the school nurse prior to leaving for that absence to be excused.

EXEMPT ABSENCES

- 1) Official school field trip or other school-sponsored outings
- 2) Removal of a student pursuant to a suspension.
- 3) Work missed because of an exempt absence must be made up according to the building level procedures.
- 4) Up to two college visits during a student's junior and senior year.
- 5) College study period when student is in good standing

NO CREDIT AND CREDIT REINSTATEMENT

After three (3) unexcused absences from any individual class, the student will be placed on a No Credit ("NC") status. The student's credit and grade for that course will be "held" until the student completes the requirements outlined in the Credit Reinstatement process or through an attendance contract. The intent is to encourage better attendance, deter skipping, and to diminish unexcused absences that have a dramatic downward effect on student achievement and performance.

As an incentive for these students to erase their NC grade, as well as to promote better attendance, HHS employs a Credit Reinstatement procedure. This procedure allows HHS to reinstate the grade and credit that a student earned had they not violated HHS attendance policy. Students who receive an NC can modify this grade by meeting the Credit Reinstatement criteria listed below. Students can reinstate one NC at a time. If you have any questions about this opportunity for our students, please contact HHS administration.

Credit Reinstatement Criteria:

Students do not have any unexcused absence and no more than two (2) days of excused absence during a the following calendar windows:

- 1) Start of trimester to mid-term
- 2) Mid-Term to end of trimester
- 3) Any 30-student day increment during the year (student notification required)

TARDIES

Students are expected to be in class on time. Students will be considered tardy anytime that the student is not in their assigned location when the bell rings. Teachers are expected to enforce uniform tardy consequences. Students who arrive 0-5 minutes late will be marked tardy. Arrival to class period from 5-29 minutes late will result in a T-30. Detention of 30 minutes will be assigned by administration for each T-30.

Consequences:

- Tardies 1 and 2: Warning
- Tardies 3 and 4: 30 minute classroom detention with the assigning teacher to be served at a time and place determined by the assigning teacher. Failure to appear will result in an office detention.
- Tardy 5 and Beyond: 45 minute office detention. Continuing tardy issues may be addressed by parent/guardian conference, loss of privileges, or other administrative determination.

TRUANCY, CONTINUING TRUANTS, AND HABITUAL TRUANTS

Truancy:

Minnesota State Statute requires that children attend school. Every child between the ages of seven and 17 must attend school unless he/she has graduated (Minn. Stat. 120A.22, subd. 5). A student who is 17 must attend school unless the student is formally withdrawn from school by their parent or legal guardian (Minn. Stat. 120A.22, subd. 8).

Continuing Truants:

Students who skip any class period are truant. Students who miss one (1) or more class periods on three (3) different days unexcused will be considered Continuing Truants. A truancy statute letter will be sent home to the child's parent or legal guardian after the third (3) unexcused absence. If unexcused absences continue, a second letter will be sent home to the child's parent or legal guardian after the fifth (5) unexcused absence and a referral will be made to the McLeod County Truancy Diversion Team. At that time, action will be taken by the McLeod County Truancy Diversion Team.

Habitual Truants:

By definition of MN Statute 260C.007, subd.19, a child under the age of 17 years who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) different days per school year are considered Habitual Truants. The school will notify the parent or legal guardian and a copy of the notification will be sent to the McLeod County Attorney's Office. At that time, additional action may be taken by the McLeod County Attorney.

UNEXCUSED ABSENCES

The following are examples of absences which will not be excused:

- 1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- 2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- 3) Work at a business, except under a school sponsored work release program.
- 4) Any other absence not included under the attendance procedures set out in this policy.
- 5) Student not completing e-learning day requirements by stated deadlines.

Consequences of Unexcused Absences:

- 1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn Stat. §§ 121A.40-121A.56.
- 2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- 3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes re truancy.
- 4) Students with unexcused absences shall be subject to discipline in accordance with the HHS Student Handbook

STUDENT ACTIVITIES ([Board Policy 510](#))

Purpose:

The purpose of this policy is to impart to students, employees and community the school district's policy related to the student activity program.

General Statement of Policy:

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional programs; however, they complement the instructional program in providing students with additional opportunities for growth and development.

Responsibility:

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent or designee to disseminate information needed to inform students, parents, staff and community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent or designee shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

General Eligibility:

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the MDE and a bona fide member of his/her high school in good standing. A student who is under penalty of exclusion, expulsion, or suspension, whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the Principal. When a student receives a penalty or suspension for a violation of school code of conduct policies or a violation of MSHSL Bylaw 206 - Good Standing, the student and his or her family will have the opportunity to have a review of the penalty or suspension by the HS principal or designee.

Student Code of Responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and respect.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

Ejection:

Upon a first ejection from a contest, the student will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition. All subsequent ejections will result in ineligibility for four (4) regularly scheduled games/meets.

Participation:

The MSHSL and HHS will set minimum standard for participation in activities. A copy of the rules will be given to the students in each activity by the coach or advisor. Students enrolled in a home school must register with the School District and the MSHSL to be eligible for competition.

Chemical Health:

HHS recognizes that the use of mood-altering chemicals is wrong, harmful, and presents a major health problem for many students. The use of such has negative effects on behavior, learning and total development of each individual. The Activities Department strongly recommends students use good judgment when mood-altering chemicals are being used in their physical surroundings. Association with mood-altering chemicals can't be used against you if you separate yourself from this environment.

ACADEMIC ELIGIBILITY

For a student to be eligible to participate on a MSHSL high school interscholastic team, he/she must be making Satisfactory Academic Progress towards the school's requirements for graduation and/or maintaining Current Academic Progress. HHS has expanded this requirement to include involvement in all co- and extra-curricular activities. On Mondays, an Academic Probation and Academic Ineligibility list of students will be generated for all co- and extra-curricular activities.

Satisfactory Academic Progress:

- A student must be on track for graduation and enrolled in a minimum of 2.5 credits each trimester.
- Satisfactory Academic Progress applies for all HHS students in all activities at all HHS activity levels. Satisfactory Academic Progress as measured by term and credit accumulated is as follows:

Start of:	Tri 1	Tri 2	Tri 3	End of Year
Grade 9	--	2.0	4.0	6.0
Grade 10	6.0	8.0	10.0	12.0
Grade 11	12.0	14.0	16.0	18.0
Grade 12	18.0	20.0	22.0	--

Current Academic Progress:

- This is defined as passing all courses at the end of any three week progress period or end-of-term period.
- All home school students should have their transcript checked by an HHS counselor prior to the start of the season.
- Students who are credit deficient will forfeit any probation period. If these students are not passing all current classes at grade check they are academically ineligible.

Academic Probation:

- Students on Academic Probation are still eligible for competition.
- Students who do not meet Satisfactory Academic Progress or Current Academic Progress will be placed on Academic Probation.
- Students on Academic Probation will have grade checks each three weeks beginning at the end of the first three week progress period to ensure they are passing all courses. If so, they remain on Academic Probation.
- Students who are not passing all courses after any three week period will be placed on Academic Ineligibility.

Academic Ineligibility:

- Once placed on Academic Ineligibility, students will be ineligible to participate in contests or performances and will have weekly grade checks beginning at the end of Week 3 of each term. They are able to practice while ineligible.
- If at the end of the term, the period of ineligibility will be for at least 10% of their season total contest and remain on probation for two grade check periods (6 weeks total).
- If ineligible at the end of a progress period, the period of ineligibility will be at least for one week (i.e., Monday-to-Monday).
- Students who become Academically Ineligible, and then stay on Academic Probation, will remain on Academic Probation through the remainder of the trimester.

ACTIVITIES SUPPORTED

EXTRA- and CO-CURRICULAR ACTIVITIES BY SEASON

- FALL FINE ARTS: Pep Band, Jazz Band, New World Singers, Musical
- FALL BOYS' ATHLETICS: Cross Country, Football, Soccer
- FALL GIRLS' ATHLETICS: Tennis, Volleyball, Cross Country, Swimming
- WINTER FINE ARTS: Pep Band, One-Act Play, Speech
- WINTER BOYS' ATHLETICS: Hockey, Basketball, Wrestling, Swimming,
- WINTER GIRLS' ATHLETICS: Hockey, Basketball, Dance Team
- SPRING FINE ARTS: Marching Band, Spring Play, Visual Arts
- SPRING BOYS' ATHLETICS: Baseball, La Crosse, Track and Field, Tennis, Golf
- SPRING GIRLS' ATHLETICS: Softball, La Crosse, Track and Field, Golf

OTHER ORGANIZATIONS (Lettering):

- FFA, Robotics, Math League, Knowledge Bowl, BPA, HOSA, Student Council, Key Club, Strength & Conditioning, Real World Design Challenge, Mountain Biking_and Tiger Trap (shooting).

OTHER ORGANIZATIONS (Participation):

- Yearbook, Fellowship of Christian Athletes, Link Crew, Culture Club and Social Justice League. (Note: Other than Social Justice League, all of these organizations allow students to earn a varsity letter for their participation and higher involvement.)

CHEMICAL ELIGIBILITY

These guidelines will apply for students in grades 7-12, choosing to participate in all school sponsored activities, clubs, intramural activities, or any position representing school. Students who use (regardless of quantity), have in possession, buy, sell or give away alcohol, tobacco or any other controlled substance will be subject to the following consequences:

First Offense:

Minnesota State High School League Activity Rule: After a violation has been determined, the student will lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

School sponsored activities: Students will not participate in any non-classroom activity or meeting for two weeks.

Second Offense:

Minnesota State High School League Activity Rule: After a violation has been determined, the student will lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

School sponsored activities: Students will not participate in any non-classroom activity or meeting for six weeks.

Third Offense:

Minnesota State High School League Activity Rule: A. After determination of the third or subsequent violations, the student will lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant. B. If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks after entering the program.

The director or a counselor of a chemical dependency treatment center must issue such certification. School sponsored activities: Students will not participate in any non-classroom activity for two (2) events or twelve (12) weeks, whichever is shorter.

LEADERSHIP ELIGIBILITY

Students holding leadership positions (including, but not limited to: captain of a team; officer of an organization or club; class candidates for Homecoming Court; other) for any activity under the auspices of the Activities Department who are found to have acted contrary to Minnesota State High School League (MSHSL) policies and/or ISD 423 policies that result in a MSHSL Code of Conduct violation and/or a school suspension will be immediately removed from their position of leadership and will be ineligible to hold any other such position for a period of one (1) calendar year. If extenuating circumstances warrant, the student may appeal this determination by initiating a discussion with the Coach/Advisor involved, the Principal, and the Activities Director.

SCHOOL ATTENDANCE

This procedure applies to all students involved in any co-curricular and extra-curricular activity scheduled either during or outside the school day. This includes practice.

- A student may not participate in any activity or program if he/she has an unexcused absence from any class period during the day.
- School-initiated absences (i.e. field trips) will be accepted and participation permitted.
- Medical appointments are exempted.
- Principal-approved absences are also exempted.
- If a student is suspended from any class, he/she may not participate in any activity or program that day.
- Any student who is ill during the school day may not participate in after-school activities for that day.

STUDENT ACTIVITY FEES

- Each student will be charged an equipment fee for any sport he/she is participating in. The fees apply to students playing on ninth grade teams or above. There is a maximum family fee per year for school sponsored activities.
- Club activity fees do not qualify towards the family cap such as: Key Club, Link Crew, FFA, etc.
- See High School website for activity fee schedule.
- Registration forms are available in the Activities Office or on the High School website.
- Activity schedules can be viewed thru a link on the website or by visiting www.wcconference.org.

STUDENT / FAN BEHAVIOR EXPECTATIONS

Hutchinson fans are expected to demonstrate positive sportsmanship at all times. Fans should cheer and support the team of their choice. Students attending a Hutchinson High School event represent our school system and fall under the rules and regulations of the Hutchinson High School Student Handbook. Hutchinson High School and the Minnesota State High School League support good sportsmanship. We encourage all students to attend and support activities offered at Hutchinson High School.

Throughout the season, and especially as teams or individuals move into playoffs, the expectations are:

- The student section promotes positive school spirit for our Tigers and the visiting opponents.
- Students are encouraged to stand/sit in the student designated areas.
- If students sit outside the student section, they are expected to conduct themselves within the appropriate HHS and MSHSL guidelines for spectators.
- All standing cheers must be contained to the student section.
- Appropriate dress is required at all times and at all events.
- All signs, props, cheers, and gestures are allowed at the discretion of the site supervisor(s).
- Students are expected to cheer for our team not against the opponent.

Students and non-students attending a game represent our school system and our community. Anybody attending a Hutchinson High School event will be removed from the arena, gymnasium, or field for the following unsportsmanlike behavior:

- Throwing objects on the playing surface.
- Inappropriate posters.
- Inappropriate chants.
- Any other behavior deemed inappropriate by supervisors.

This expectation applies to students and non-students. Students evicted from an ISD 423 event will be banned from future HHS events for the remainder of the school year. In addition, students with flagrant displays of unsportsmanlike conduct will receive a school suspension. Your cooperation and willingness to positively represent the community of Hutchinson and HHS is expected.

HEALTH AND SAFETY

ACCIDENTS

There is a possibility that you may get injured during the school day. If you are injured, you must do the following: (1) Report any accident to the teacher or coach if you were injured in the classroom or athletic program; (2) Report any injuries to the nurse's office. If medical attention is needed, your parents/guardians will be immediately notified and the correct procedure for your injury will be followed.

EYE PROTECTION

State law requires that every person wear industrial quality eye protection devices when participating in, observing, or performing any function in connection with any courses or activities taking place in eye protection areas of any school in the state.

Any student failing to comply with such requirements may be temporarily suspended from participation in the applicable course and the registration of a student for that course may be cancelled for willful, flagrant, or repeated failure to observe the above requirements.

Eye protection areas include those in which activities and materials involve:

- Hot molten metals;
- Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials;
- Heat treatment, tempering, or kiln firing of any metal or other materials;
- Gas or electric arc welding;
- Repair or serving of any vehicle or mechanical equipment;
- Any other activity or operation involving work in any area that is potentially hazardous to the eye.

HEALTH OFFICE

The building nurse is on duty during the school day to assist students who are ill or injured. You may contact the HS Nurse by calling 320-234-2732.

Health Service Coordinator:

A Licensed School Nurse is responsible to coordinate all health services and to address any special health needs of students. If your child has health concerns, contact the District Nurse, Antonia Barrick at 320-234-2731.

Medication ([District Policy 516](#)):

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students. The school district acknowledges that some students require prescribed oral medication during the school day to function as near to their potential as possible. The school district's Licensed School Nurse, LPN, trained health clerk, principal, or teacher will administer prescribed medications.

All medications will be administered in the health office including prescription and nonprescription medications, such as Tylenol or Ibuprofen. Medication forms can be obtained from the nurse.

- Prescription medications must be in the original pharmacy container and labeled with the student's name and correct dosage. The physician and parent must complete the medication form before prescription medications will be administered.

- Non-prescription medication: A student may use nonprescription pain relief in a manner consistent with the labeling, if ISD 423 has received written authorization from the student's parent or guardian.
- A parent/guardian must bring all medications to the health office. Students are not allowed to carry medications. Allergy medications and inhalers may be carried and self-administered by the student if the physician, parent and LSN agree to this plan.

Screenings:

The LSN coordinates vision and hearing screenings for students based on Minnesota Department of Health recommendations. If a vision or hearing concern is identified, a referral letter will be sent to parent(s)/guardian(s). Financial assistance for vision or hearing exams is available. Please contact the LSN or building nurse for more information.

Immunizations:

Students entering school in the fall are required, by law, to be up to date on all immunizations or have a current conscientious objection form. If students do not have proper documentation, they will be excluded from school until they are complete. Contact the school nurse for questions regarding immunizations.

Student Health Information Forms:

This form will be sent home at the start of each school year. Parent(s)/guardian(s) are asked to complete the form and return to school. If phone numbers have changed, please contact Central Office at 320-587-2860 to have the information updated.

Student Health Insurance:

The Hutchinson School District does not provide health insurance for accidental injury or illness for students during the school day. Parent(s)/guardian(s) may purchase a policy that is in addition to a typical family policy; if parent(s)/guardian(s) purchase this "student insurance program," it is an agreement between the parent(s)/guardian(s) and the insurance company. Information regarding student health insurance can be found in the Activities Department.

Health Conditions:

Many students in our school have health conditions such as: asthma, allergies, diabetes, and seizures. Please notify the building nurse of any health concerns your child has. Due to the severe reactions of students with peanut and latex allergies, we have attempted to eliminate latex from our buildings and no longer serve peanut products in our elementary schools. Please help us to follow these precautions to keep all of our students safe.

RULES AND DISCIPLINE

BULLYING PROHIBITION POLICY ([District Policy 514](#))

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.

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 cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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 those appropriate best practices 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.

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 cyberbullying as defined in this policy.

B. "Cyberbullying" 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 cyberbullying 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.

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.

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 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.

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.

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 cyberbullying; and
5. Internet safety and cyberbullying.

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 in the student handbook.

BUS CONDUCT ([District Policy 709](#))

To insure safe and comfortable transportation, students must act responsibly when riding their bus. All school policies apply to conduct on school buses. Failure to follow them may result in discipline procedures, including suspension from school and/or denial of bus-riding privileges.

DRUG-FREE WORKPLACE / DRUG-FREE SCHOOL ([District Policy 418](#))

Purpose:

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

General Statement of Policy:

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use or to possess alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

Definitions:

- A. "Alcohol" includes any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: 1) liquid, including, but not limited to, oil; 2) pill; 3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or 4) any other method, excluding smoking, approved by the commissioner.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

G. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

Exceptions:

A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician prescription for the substance. The person shall comply with the relevant procedures of this policy.

B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

Procedures:

A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription, and

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.

G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

Enforcements:

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials where appropriate.

- B. Employees
1. As a condition of employment in any federal grant, , each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination or discharge as deemed appropriate by the school board.
 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension or termination as deemed appropriate by the school board.
 4. Sanctions against employees, including nonrenewal, suspension, termination or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies.
- C. The Public
1. A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

HARASSMENT AND VIOLENCE ([District Policy 413](#))

Purpose:

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

General Statement of Policy:

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex (pregnancy, gender identity, sexual orientation),, age, marital status, familial status, status with regard to public assistance,, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation),, age, marital status, familial status, status with regard to public assistance, or disability as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator or other school personnel of the school district inflicts, threaten to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school district personnel or group of students, teachers, administrators or other school district personnel based on a person's race, color, creed, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, marital status, familial status, status with regard to public assistance, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, marital status, familial status, status with regard to public assistance, or disability, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

Definitions:

- A. "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.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
 - 1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 - 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 - 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 - 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 - 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 - 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
 - 7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant

receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment: Definition.

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

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or an education; or
- b. 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
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or educational environment.

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

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

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

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

H. Violence; Definition

1. Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Reporting Procedures:

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, marital status, familial status, status with regard to public assistance, or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence 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 from the school district office, but oral reports shall be considered complaints as well.
- C. 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. 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.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. 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 a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker 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 building report taker to the human rights officer. If the report was given verbally, the building report taker 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 may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates Barbara Wagner, Human Resources Coordinator as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer, including mailing address and telephone numbers.

- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. 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.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

Investigation:

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident(s) occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, students, teachers, administrators or other school District personnel pending completion of an investigation of harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with

the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action:

A. Upon completion of an investigation that determines a violation of this policy 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 behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 acts of harassment or violence.

Retaliation or Reprisal:

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, 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, 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 harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

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.

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.

HAZING ([District Policy 526](#))

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.

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. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. 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.
- I. 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.

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 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 local, state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "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.

Reporting Procedures:

A. Any person who believes he or she has been the target or 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. A person may report hazing 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 to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. 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.

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 a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the 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, work assignments, or educational or work environment.

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 building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. 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.

School District Action:

A. Within three (3) days of school 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 building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by the policy.

C. The alleged perpetrator of the hazing 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 hazing 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 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; and applicable school district policies and 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 or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where 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 hazing.

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 who makes a good faith report of alleged hazing who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or 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 or harassment. 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.

REDIRECTION AND APPROPRIATE RESPONSE

All employees of HHS have the responsibility and obligation to enforce school regulations. The principal, assistant principal, teachers, counselors, paraprofessionals, secretaries, nurse, cooks, custodians, and bus drivers have the right to correct students who are violating school rules, and students have an obligation to do as requested. Failure to comply with any reasonable request by an authority figure is insubordination.

STUDENT DISCIPLINE ([District Policy 506](#))

Purpose:

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

General Statement of Policy:

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

Areas of Responsibility:

- A. The School Board: The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent: The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of the this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal: The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other

professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers: All teachers shall be responsible for providing a well planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians: Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students: All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members: Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

Student Rights:

All students have the right to an education and the right to learn.

Student Responsibilities:

All students have the responsibility:

- A. for their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. to attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. to make necessary arrangements for making up work when absent from school;
- E. to assist the school staff in maintaining a safe school for all students;
- F. to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accordance with them;
- G. to assume that until a rule or policy is waived, altered or repealed; it is in full force and effect;
- H. to be aware of and comply with federal, state and local laws;
- I. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. to respect and maintain the school's property and the property of others;
- K. to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. to conduct themselves in an appropriate physical or verbal manner; and
- N. to recognize and respect the rights of others.

Disciplinary Action Options:

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In school monitoring or revised class schedule;
- K. Referral to in school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district

TOBACCO-FREE ENVIRONMENT ([District Policy 419](#))

Purpose:

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

General Statement of Policy:

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district or person smokes or uses tobacco, tobacco related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off campus - events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if

more than one person is present.. This prohibition includes all school district property and all off campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

Tobacco and Tobacco-Related Devices Defined:

A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

B. "Tobacco" means cigarettes and any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means or any component, part or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

C. "Tobacco related devices" means cigarette papers or pipes for smoking.

D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

Enforcement:

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco free policy shall be subject to school district discipline procedures.

C. School District administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

WEAPONS POLICY ([District Policy 501](#))

Purpose:

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

General Statement of Policy:

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Definitions:

- A. "Weapon"
 - 1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns, pellet guns; BB guns, all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
 - 2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
 - 3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of 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, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

Exceptions:

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

Consequences for Student Weapon Possession / Use / Distribution:

- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 - 1. immediate out-of-school suspension;
 - 2. confiscation of the weapon;
 - 3. immediate notification of police
 - 4. parent or guardian notification; and
 - 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district and the school does not allow 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.