



***Excellence is Academics, Activities and Character***

## Hutchinson High School

1200 Roberts Road SW, Hutchinson, MN 55350  
Phone: 320-587-2151 Fax: 320-587-8217 [www.isd423.org](http://www.isd423.org)

**2015-2016**

## Student Handbook

This agenda/planner belongs to:

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**Mission Statement**

Excellence in Academics, Activities and Character

**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.

**Phone Contacts**

**Attendance Office 320-234-2691**

High School Office 320-587-2151

Activities Office 320-234-2647

Counseling Center Office 320-234-2641

Crow River Area Learning Center 320-234-2692

Chemical Health Prevention Counselor 320-587-2151 x 5003

**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, based on school policy, are the guidelines for school operation. Complete policies are available to read in the main office during student hours 7AM – 3:30PM or on the district website, <http://www.isd423.org>

In some cases, the policies listed are those proposed to the School Board in summer 2015. In the event that this handbook conflicts with any subsequent School Board action or procedural change during the summer of 2015, these changes will be disseminated and posted 72 hours prior to these actions taking effect.

## HUTCHINSON SENIOR HIGH SCHOOL 2015-16 EVENT CALENDAR

Tuesday, September 8	1 <sup>st</sup> Day of School
Friday, September 11	Picture Make-up Day w/Lifetouch
Monday, September 14	<b>Crow River Area Learning Center</b> Night School Starts
Sept. 21-25	HHS Homecoming Week
Friday, October 9	Picture Re-take Day w/Lifetouch
Wednesday, October 7	*Two-hour late start
Tuesday, October 13	Tri 1 Evening Conferences
Wednesday, October 14	No School – Tri 1 Conferences
Thurs. & Fri., October 15-16	No School MEA
Monday, November 2	NHS Induction Ceremony
Wednesday, November 4	*Two-hour late start
November 26, 27	Thanksgiving Holiday
Monday, December 1	Srs Due Date—Grad Fee, Grad Picture, Diploma Form, Cap/Gown
Wednesday, December 2	Tri 1 – Day 1 Finals Schedule
Thursday, December 3	Tri 1 – Day 2 Finals Schedule/End of Tri 1
Friday, December 4	No School – Teacher Work Day
Monday, December 7	Trimester 2 Begins
Dec. 24 thru Jan. 1	No School – Winter/Holiday Break
Monday, January 4	School Resumes
Wednesday, January 6	*Two-hour late start
Thursday, January 28	Tri 2 Conferences
Friday, January 29	No School – Tri 2 Conferences
Wednesday, February 3	*Two-hour late start
Monday, February 15	No School - Presidents' Day
Thursday, March 3	Tri 2 – Day 1 Finals Schedule
Friday, March 4	Tri 2 – Day 2 Finals Schedule
Monday, March 7	No School - Teacher Work Day
Tuesday, March 8	Trimester 3 Begins
March 21-25	No School - Spring Break
Wednesday, April 6	*Two-hour late start
Thursday, April 21	Tri 3 Evening Conferences
Saturday, April 30	Jr-Sr Prom
Wednesday, May 4	*Two-hour late start
Monday, May 16	Senior Awards Night 8:00 PM
Wednesday, May 25	Senior Steak Fry and Baccalaureate 6:00 & 7:30 PM
Thursday, May 26	<b>Crow River Area Learning Center</b> Night School Ends
Monday, May 30	No School - Memorial Day
Wednesday, June 1	Tri 3 – Day 1 Finals Schedule
Thursday, June 2	Tri 3 – Day 2 Finals Schedule
Friday, June 3	No School Teacher Work Day
Sunday, June 5	Commencement 1:00 PM (considering 6/5 @ 7pm)
Monday, June 6	<b>Crow River Area Learning Center</b> Summer School Starts

\*\*please check school website for changes in above calendar dates

## HHS CLASS SCHEDULE OPTIONS

The Hutchinson High School educational day runs from 7:35 AM to 2:15 PM. This day is divided into five separate blocks of class time. Lunch is determined by 4<sup>th</sup> block teacher on regular schedule and 3<sup>rd</sup> block teacher on 2 hour late schedule.

Regular (M/W/F)	RAMP Day (Tu Th)	2-Hour Late	Finals Day 1
1) 7:35 – 8:45	1) 7:35 – 8:37	1) 9:35 – 10:21	1) 7:35 – 9:20
2) 8:52 – 10:02	R) 8:43 – 9:18	2) 10:27– 11:13	3) 9:35 – 11:20
3) 10:09 – 11:19	2) 9:24 – 10:26	LA) 11:13–11:46	L) 11:20 – 12:30
LA) 11:19– 11:53		3A) 11:46– 12:36	
4A) 11:53 – 1:03	3) 10:33 – 11:35	3B) 11:1 – 11:41	5) 12:30 – 2:15
4B) 11:26 – 12:00	LA) 11:35 – 12:09	LB) 11:41–12:14	<b>Finals Day 2</b>
LB) 12:00 – 12:30	4A) 12:09 – 1:13	3B) 12:14– 12:36	
4B) 12:30 – 1:03	4B) 11:41 – 12:09	3C) 11:19– 12:09	RMP) 7:35 – 9:20
4C) 11:26 – 12:36	LB) 12:09 – 12:39	LC) 12:09– 12:42	2) 9:35 – 11:20
LC) 12:36 – 1:10	4B) 12:39 – 1:13	4) 12:42 – 1:28	L) 11:20 – 12:30
5) 1:10 – 2:20	4C) 11:41 -- 12:45	5) 1:34 – 2:20	4) 12:30 – 2:15
	LC) 12:45 – 1:19		
	5) 1:19 – 2:20		

**2-Hour Late Schedule** – Open lunch will be available to Seniors ONLY during the 2 hour late schedule.

### **OPEN LUNCH FOR ALL GRADES DURING TRIMESTER FINALS**

Open lunch is a privilege for all students during our finals schedule at the end of each trimester. The privilege will be withheld if students have not completed all assigned office detention, paid fines or have not returned or renewed library materials from our Media Center prior to the posted due date. Students who lose their open lunch privilege during finals will be required to check in with a supervisor and stay seated in the HHS cafeteria for the entire lunch shift. Students who choose not to follow the guidelines for open lunch during trimester finals will receive consequences.

**RAMP:** Each student will have two days of RAMP to meet their graduation requirements for career and post-secondary readiness (Graduation Requirements). Completion of all four years of RAMP activities is mandatory to graduate. RAMP days are not skip periods. These blocks of time are set aside for valuable things such as ACT Prep, Reading and Math interventions, make up time for tests/quizzes, improvement of study skills in the freshman year, open lab time for students who need access to computers, and other things of this nature.

## District Policies

These policies in their entirety are on the District webpage, <http://isd423.org>. Go to District Office > Policies to access

### AGE OF MAJORITY / EMANCIPATION

Students who are living independently of parents or guardians or are 18 years of age are required to contact the high school 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 address, parents will continue to have full communication rights regarding their child's personal information until graduation. If you are absent, please call the Attendance Office by 10:00 a.m. (320-234-2691) or bring a note for your absence upon your return.

### BUS RULES—District Policy 707

The purpose of this policy is to provide for the safe transportation of students consistent with the requirements of law. Bus Transportation is a convenience for students. You are expected to follow the posted bus rules and the directions of the bus driver. If you do not follow these rules and expectations, you will be reported to the school. Depending on the severity of the offense, discretion may be taken to accelerate consequences.

Consequences for not complying with transportation rules and guidelines include:

- **First Offense:** The student and the driver will try to solve the problem. The Assistant Principal will receive a Bus Conduct Report. You will be warned about your behavior and your parents will be notified.
- **Second Offense:** You may lose your right to ride the bus from one to three days. Your parents will be notified and they may ask for a conference with the bus driver, transportation office and the Assistant Principal.
- **Third Offense:** You may lose your right to ride the bus for up to two weeks. A conference will be held with you, your parents, the bus driver, transportation office and the Principal.
- **Fourth Offense:** A conference will be held with the Superintendent and you may lose your bus privileges for the rest of the year.

**If you wish to ride another student's bus, you must obtain a bus pass in the high school office. Students must have a note from parents to obtain a pass.**

### DIRECTORY INFORMATION – District Policy 515

FERPA requires school districts to notify parents and students that directory information from student records will be released and made public without the written consent of the parents or students 18 or older. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent educational agency or institution attended. Directory information does not include personally identifiable data that references religion, race, color, social position or nationality. Public information shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events.

Directory information may be released to agencies and businesses. Parents or students who are 18 years of age or older who do not wish to have directory information released must notify the HS office in writing before 10/1 of each school year. Opt-out Forms are available in the Counseling Center.

### DRUG-FREE / WEAPON-FREE SCHOOL ZONE (MS 152.01, subd.14a)

Minnesota law designates the area beginning at the boundaries of the property and extending 300 feet from that point or one city block, whichever is greater as Drug-free and Weapons-free school, park, and housing zones. The law is tough on anyone caught selling or possessing illegal drugs within this zone. It is equally tough on anyone caught possessing or using a dangerous weapon in these areas. Anyone found to be in the possession of drugs or weapons will be turned over to the appropriate authorities immediately.

"School zone" means (1) any property owned, leased, or controlled by a school district or an organization operating a nonpublic school, as defined in section [123B.41, subd. 9](#), where an elementary, middle, secondary school, secondary vocational center or other school providing educational services in grade one through grade 12 is located, or used for educational purposes, or where extracurricular or co-curricular activities are regularly provided; (2) the area surrounding school property as described in clause (1) to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property; and (3) the area within a school bus when that bus is being used to transport one or more elementary or secondary school students.

### EXCLUSION and EXPULSION — District Policy 506 Article IX D

Expulsion or exclusion, which is being removed from school, may be necessary for critical situations or repeated breaking of school rules. The Superintendent is notified about the situation. The Superintendent will then start the hearing process following the guidelines in the Pupil Fair Dismissal Act.

#### **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 (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 handed out on school property without permission from the Principal.
- Use of non-educational video footage, photographs or digital imagery in an educational setting is strictly prohibited without prior consent of the individuals in the video. Posting digital content of teachers, students and employees in the educational setting may be a violation of Data Privacy laws.

#### **HARASSMENT/VIOLENCE, HAZING and BULLYING ref. District Policies 413, 514, 526**

Harassment is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 USC s2003 and MS 373.01-.14, the Minnesota Human Rights Act. It is the policy of Independent School District #423 to maintain learning and working environment that is free from religious/racial/sexual harassment/violence, hazing, bullying or cyber-bullying.

1. It shall be a violation of this policy for any student or employee of ISD 423 to inflict violence or harass a student or an employee through conduct or communication regarding religion, racial or of a sexual nature as defined by this policy.
2. It shall be a violation of this policy for any student or employee of ISD 423 to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
3. It shall be a violation of this policy for any student or employee of ISD 423 to directly, or indirectly, participate in an act of hazing on any pupil, teacher, administrator or other school personnel.
4. It shall be a violation of this policy for any student or employee of ISD 423 to directly, or indirectly, participate in an act of bullying or cyber-bullying on any pupil, teacher, administrator or other school personnel. ISD 423 and HHS will act to investigate all complaints that are formal, verbal, or written of religious, racial, sexual harassment/violence, hazing, bullying or cyber-bullying and to discipline or take appropriate action against any student or employee who violated this policy. For a complete copy of the District Harassment Policies, please call the District Office.

#### **Hazing (District Policy 526)**

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. Engaging in any behavior which constitutes "hazing" is a violation of the Hutchinson High School discipline policy and may subject the student to discipline including suspension and expulsion. Hazing is an act of, or coercing a student into committing an act that creates a substantial risk or harm, or any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.

Some practices associated with high school hazing carry the potential for serious bodily harm or even death. These practices may include: tattooing, piercing, head-shaving, branding, sleep deprivation, physical punishment (padding and "red-bellying"), "kidnapping," consuming unreasonable/unacceptable foods or beverages, being deprived of personal hygiene and/or inappropriate sexual behavior. "Hazing" is a violation of school policy regardless of time or place it occurs. **SUSPENSION WARRANTED**

#### **Physical Assault/Fighting:**

1. A threat of bodily harm or death to another person, without material physical contact, may result in suspension from school for up to the maximum days permitted by law.
2. Students who engage in fighting with another person will be suspended from the classroom or from the building for up to the maximum days permitted by law. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm.
3. Direct attack on another person: Students may be suspended for up to the maximum days permitted by law.

#### **Religious/Racial Harassment**

Religious and racial harassment consists of physical or verbal conduct related to an individual's religion or race. **SUSPENSION WARRANTED.**

**Racial/Religious Violence**

Racial or religious violence are acts of physical aggression or assault upon another because of, or in a manner reasonably related to, race or religion. SUSPENSION WARRANTED

**Sexual Harassment**

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct or communication of a sexual nature. SUSPENSION WARRANTED

**Sexual Violence**

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

**Explicit/Inappropriate Comments**

While these comments in isolation may not be grounds for sexual/racial/religious harassment proceedings, the repetitive nature of these comments may rise to this level. This is an increasing area of concern for students, parents and staff at HHS. In order to stem these issues before they rise to major disciplinary levels, we will have a progressive discipline policy in place to first educate, then to eliminate these comments from this confusing time for adolescents. All comments of this nature will be confirmed, and then recorded on a student's permanent discipline record.

**Bullying / Cyber-bullying (District Policy 514)**

An act of bullying, by either an individual or a group of students, is expressly prohibited on school district property or at school-related functions. This applies not only to students who engage in an act of bullying, but also to students whom, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time, or in any place, constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. This includes the use of electronic forms of communication that promote and inflame bullying behavior such as inappropriate text messaging, use of social media, use of digital imagery, capturing and posting video without consent, email or any other form of electronic communication.

**Enforcement of Explicit/Inappropriate Comments & Bullying (minimum enforcement, these may not fall in order depending on severity)**

- Step I-The student will meet with the assistant principal and/or a counselor concerning their remarks/actions and receive a detention.
- Step II-The student will meet with the assistant principal concerning their remarks/actions and receive a detention and a call home regarding the origin of the behavior.
- Step III-The parents of the student will meet with the principal concerning their child's remarks/actions and receive 1 day ISS.
- Step IV-The parents of the student will meet with the principal concerning their child's remarks/actions and receive 1 day OSS.
- Step V-The parents of the student will meet with the principal concerning their child's remarks/actions to discuss the option of putting the student in an alternative learning day for the remainder of the grading period.

**REPORTING**

Any person who believes he or she has been the victim of religious/racial or sexual harassment/violence, hazing, bullying or cyber-bullying, or any person with knowledge/belief of conduct that may constitute bullying shall report the alleged acts immediately to the principal/designee. A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on anonymous reports.

Reporting of allegations will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right to confidentiality will be respected consistent with ISD 423 legal obligations, with the necessity to investigate allegations of misconduct and to take corrective action.

A principal is the person responsible for receiving oral or written reports of harassment or violence at the building level. Upon receipt of a report, the Principal must notify the ISD423 hearing officer immediately, without screening or investigating the report. A written statement of the facts alleged will be forwarded simultaneously by the principal to the hearing officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the hearing officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the hearing officer.

## INVESTIGATION

By authority of ISD 423, the ISD 423 hearing officer, upon receipt of a report or complaint alleging these forms or harassment and violence shall immediately authorize an investigation. This investigation may be conducted by school officials or by a third party designated by the district. The Hearing Officer shall complete a written report of the status of the investigation within 10 working days. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of alleged incidents or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent to the investigation. ISD 423 may take immediate steps, at its discretion, to protect the complainant and other school patrons pending completion of an investigation of these forms of harassment and violence.

### Policy 514—Bullying Prohibition

An act of bullying, by either an individual student or a group of students, is expressly prohibited at HHS.

According to the Safe and Supportive Schools Act, disrespectful behavior must meet all of the following specific criteria in order for it to be termed “Bullying”:

1. Involves student-to-student conduct, and
2. Occurs on school premises, at school functions or activities, or on school transportation (including walking routes to and from school or bus stops); also includes electronic technology at any of these locations (cyber bullying), and
3. Consists of intimidating, threatening, abusive, or harming conduct defined as:
  - a. That which causes physical harm to a students or student’s property or causes a student to be in reasonable fear of physical harm to person or property
  - b. That which constitutes intentional infliction of emotional distress against a student, defames a student, or violates a student’s reasonable expectation of privacy
  - c. That which is directed at any student or group of students based on a person’s actual or perceived:
    - Race, ethnicity, or color
    - Creed, religion, national origin, or immigration status
    - Gender, sexual orientation, marital status, familial status, or socioeconomic status
    - Physical appearance, academic performance, or disability, and
4. Is objectively offensive in that a reasonable person would find it hostile or abusive and the victim perceives it to be so given the totality of the circumstances, and
5. ONLY WHEN there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior in a repetitive pattern of behavior OR if the behavior materially and substantially interferes with a student’s educational opportunities or performance abilities to participate in school functions or activities or receive school benefits, services or privileges.

#### Considerations:

\*Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions of this policy.

\*Indirectly condoning or supporting another student’s act of bullying is prohibited.

\*Retaliation against a target, good faith reporter, or witness of bullying is prohibited.

\*False accusations or reports of bullying against another student are prohibited.

#### Roles & Responsibilities of Students, Staff, and Volunteers:

1. Any person who believes he or she has been the target 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 a teacher, counselor, principal, bus driver, or other adult. It is this staff member’s responsibility to report the alleged incident to the designated person in each school building who is responsible for receiving reports and leading the investigation into such reports.
2. The school district will act to investigate all complaints of bullying reported to the school district and will take appropriate action against anyone who is found to have violated this policy. Districts must comply with state and federal data privacy law governing access to data.
3. Schools will develop strategies for creating a positive school climate using evidence based social-emotional learning to prevent and reduce discrimination and prohibited conduct.
4. Schools/districts must provide training for staff on prevention, identification, and response (including discussion and distribution of the contents of the policy).

Complete policies are available on the District’s web site at [www.isd423.org](http://www.isd423.org)



#### HEALTH OFFICE—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.

- **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 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, Mandy Sturges at 320-234-2731.
- **Medication:** 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.
  - **Nonprescription medications:** A secondary student may use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian.
  - **A parent or responsible adult** 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 parents/guardians. 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. Parents are asked to complete the form and return to school. ***If your phone numbers have changed, please contact Central Office at 320-587-2860 to have the information updated. Thank you.***
- **Student Health Insurance:** The Hutchinson School District **does not** provide health insurance for accidental injury or illness for students during the school day. You may purchase a policy that is in addition to your family policy. If your parents purchase this "student insurance program," it is an agreement between your family and the insurance company. Information regarding student health insurance can be found in the activities office.
- **Health Conditions:** Many students in our school have health conditions such as: asthma, allergies, diabetes, and seizures. Please notify the LSN or 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 by following these precautions to keep all of our students safe.

#### PLEDGE OF ALLEGIANCE – District Policy 531

HHS shall set aside time to recite the Pledge of Alliance once a week. Employees and students will be provided equal opportunity to voluntarily say the Pledge of Allegiance. Students and employees shall respect another individual's right to participate in the Pledge of Allegiance.

#### REASONABLE FORCE

MS 121A.582, Subd1. Reasonable force standard. (a) A teacher or school 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.

#### **RIGHT TO SEARCH / LOCKER POLICY — District Policy 502**

The purpose of this policy is to provide a safe and healthy educational environment by enforcing the school district's policies against contraband. Pursuant to MN statute, school lockers are the property of the school district. At no time does ISD423 relinquish its exclusive control of lockers provided for the convenience of students. School authorities, for any reason, may conduct inspection of the interior of lockers at any time without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when authorities have a reasonable suspicion that the search will uncover evidence of a violation of a law or school rule. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

HHS reserves the right to coordinate a drug dog for locker, classroom and parking lot searches. These searches will be unannounced and conducted for the purpose of school safety.

#### **TOBACCO FREE POLICY—District policy 419**

The purpose of this policy is to maintain a learning environment that is tobacco free. It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of the school district or person to use tobacco-related devices 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. The prohibition includes all school district property and all off-site school district sponsored events.

It shall be a violation of this policy for any student to possess any type of tobacco or tobacco related device, e-cigarettes, e-cigarette product or any "smoking device", regardless of the substance being "smoked" in a public school.

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.

##### **Students, for each tobacco violation:**

1. Confiscation of the product or devices used in the consumption of the product.
2. The student will receive a school suspension on the first offense. On the second offense the student will receive at least a three-day suspension. On the third offense, or more, will result in a five-day suspension. The student will be given information addressing health hazards relating to the use of tobacco products including information regarding tobacco cessation programs.
3. Parent(s) or guardian will be notified of the violation.
4. A conference may be conducted with the student, parent, and administration.

#### **WEAPONS POLICY—District Policy 501**

This policy assures a safe school environment for students, staff and the public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in school.

"Possession" refers to having a dangerous weapon on one's person or in an area subject to one's control on school property, at a school activity, school sponsored bus trip, or at/near a school bus stop during bus loading and departure.

"Dangerous weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a dangerous weapon which is capable of threatening or producing great bodily harm or death, or any device, instrument or substance that is used to threaten or cause bodily harm or death, any combustible or flammable liquid or other explosive device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any firearm that is used to produce death or great bodily harm. Some of examples of dangerous weapons include: Guns (including pellet guns, look alike guns and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in threatening manner), nunchucks, chains, throwing stars, explosives, "mace"/related substances, stun guns and ammunition.

##### **ASSAULT WITH A DANGEROUS WEAPON:**

1. Direct attack with a dangerous weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy dealing with "dangerous weapons".
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a dangerous weapon shall be dealt with under the preceding section of this policy dealing with "dangerous weapons."
3. Possession of a dangerous weapon will result in:
  - An initial suspension for up to ten (10) days.
  - Confiscation of the weapon.
  - Contact with the police department.
  - A report forwarded to the Superintendent/designee for possible additional disciplinary action that may include expulsion/exclusion.

## ACADEMICS

### ACADEMIC INTEGRITY

In keeping with the Core Values of ISD 423, HHS calls for the highest expectations of academic integrity. Students are expected to submit only original work on all assignments, quizzes, tests, essays, papers, etc., unless they are given permission to work collaboratively by the instructor. Two types of violations of this code are plagiarism and cheating. Depending on the severity of the violations, different sanctions and interventions may ensue. When using the work of others for purposes of research and support, that work must be properly cited. This procedure also includes, but is not limited to:

- copying homework or test material, or allowing one's work to be copied,
- improper acquisition of answers for any graded assignment or assessment,
- forging of signatures or falsifying records, or falsifying or inventing data,
- cutting and pasting material from the Internet or any other reference materials without citation,
- using any unauthorized source of information for taking a test including the use of concealed answers or accessing unapproved/unauthorized technologies, or
- benefitting from any other material that is taken from others' works without citation.

Students found to be in violation of this procedure will receive a maximum of 60% of the points earned if they redo the work in question, yet still may face other disciplinary actions. (e.g. If you submit a plagiarized paper, you can redo it. If you get a 90% on the redo, you would receive 90% of the 60%).

#### CONSEQUENCES:

Teachers may impose additional natural consequences than the ones listed. ALL students found to be in violation of any of these procedures, at minimum will:

1. NOT receive credit for the work in question;
2. Be turned in to Administration for potential disciplinary action;
3. If a student from a previous term contributes his/her work to another, alternate consequences will ensue;
4. Trigger an MSHSL Code of Conduct review resulting in potential athletic/activities suspensions and,
5. May result in a Faculty Council hearing to determine retraction/retention of an NHS membership.

### ACADEMIC HONORS

**Purpose:** HHS holds high expectations for all students and promotes academic excellence for every student through multiple measures such as the Honor Roll and Senior Honors criteria listed above. The purpose of academic honors is to publicly recognize outstanding classroom achievement and provide incentive for students to do their best. We encourage and recognize academic excellence in a spirit of cooperation, not intense competition that sets one student against another. Common standards, high-quality assessments, and valid comparisons of student progress are needed to measure what students know and are able to do.

**Student Eligibility:** Students in Grade 9-12 attending classes full time will be eligible for academic awards. Academic letters will be based upon Grade Point Average (GPA) performance.

**Academic Letter Award:** Students in grades 9-11 will be selected at the conclusion of the school year. Senior selection will be at the conclusion of the second trimester. Students will be selected based upon cumulative GPA performance. Minimum GPA requirements are a 3.5 GPA for the entire year.

**Type of Award:** An "H" letter, chenille Lamp of Knowledge and certificate will be awarded the initial time a student qualifies for an academic letter. Subsequent academic letters will be recognized by a certificate. Students will be recognized at the Student Activities Recognition Assembly.

**Honor Roll:** Report cards are computer generated and distributed three times each school year. Grading is based on a 4.0 (A) scale. HHS Honor Roll has three levels: Distinguished Honor Roll – 4.1 and above A Honor Roll – 4.0 to 3.9 and Honor Roll 3.80-3.50. The report card also shows cumulative GPA for each grading period from grades 9-12.

**Senior Honor Awards:** Appropriate seniors will be recognized for their academic achievement at Graduation. Final determination will be made through senior grades through the third trimester. Honor graduates will wear the appropriate cords at commencement exercises and be so designated in the program. The academic award requirements are as follows:

**Cum Laude (w): 3.5-3.8      Magna Cum Laude (s): 3.9-4.0      Summa Cum Laude (g): 4.1+**

**These levels will bump up effective for the Class of 2017—**

**Magna Cum Laude      3.9 – 4.1      Summa Cum Laude: 4.2+**

**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.

- a. Posting a GPA of 3.7 or better
- b. Participation and completion in 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 (many) during your high school career (including Tiger Trap, Robotics or Mountain Biking).
- c. Complete at least 80 hrs of community service through Key Club and/or NHS during your HS career.

#### **CHANGING SCHEDULES (Drop/Add Courses)**

1. A student-initiated schedule change must be discussed with the counselor and, if granted, completed prior to the start of a new trimester.
2. Students dropping a class after the 3<sup>rd</sup> day of a trimester without teacher, counselor or administrative endorsement will receive a grade of F provided they do not enroll in another class.

#### **FAILURE/CREDIT RECOVERY (ALC Supports)**

Hutchinson Public Schools expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. A student who fails a subject for a trimester will be expected to make up the failure in one of the following ways:

- Repeat the subject. 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).
- Fulfill specific requirements prescribed by the school through an appropriate alternative program such as Crow River Area Learning Center (CRALC).
- Repeat the subject during Summer School, if it is offered.
- Repeat the course through an approved on-line course offering.

Whenever a student in grades 9-12 fails a subject for the trimester, he/she will receive no credit toward meeting graduation requirements.

#### **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, as well as the academic rigor of the course studied by our students. Therefore, we go to great lengths to ensure that grades given provide an accurate measure of course mastery when compared to a set of agreed upon standards. Our grading practices strive to encourage and motivate students and not be punitive in nature. The calculation of grade point average:

- Will include all A-F courses completed by the student,
- Will include high school courses taken during the middle school, such as Geometry if it were taken in 8<sup>th</sup> 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), International Baccalaureate (IB) 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.

##### **Course Modifications:**

Through the process of developing a course plan for a student, be it through an IEP, 504 plan, or through an intervention for any student, a team may determine that a student needs modified course content. In this event, a notation indicating modified content will appear on the student's academic transcript.

<b>Letter Grade</b>	<b>Regular Value</b>	<b>Weighted</b>
A	4.0	5.0
A-	3.67	4.67
B+	3.43	4.33
B	3.0	4.0
B-	2.67	3.67
C+	2.33	3.33
C	2.0	3.0
C-	1.67	2.4
D+	1.33	1.8
D	1.0	1.2
D-	0.67	0.67

### **GRADING/TRANSCRIPTS**

1. Students enrolled by October 1<sup>st</sup> of each year will be included in the ranking for their class that year.
2. Non-traditional courses taken with non-licensed instruction will be graded as S/U credit and will not factor into GPA calculations. Non-traditional courses include: homeschool credit, credit recovery, pass/fail courses and anything else the HS Principal deems as non-traditional.
3. Students may have no more than 7.0 S/U credits of their 28 total credits for graduation.
4. Summer school and night school courses taught in full by MN-certified instructors will be graded.
5. Students transferring to HHS shall have the opportunity to earn the equivalent of 7.5 credits per year based on a rate of 120 classroom hours per 1.0 credit.
6. College credit is awarded as high school credit at a rate of 4 college credits = 1 high school credit.
7. PSEO students may take a maximum of 30 college credits per year. Credits above the 30 credit threshold will be billed back to the enrolled student.
8. Modified course content will be noted on the transcript for all students who achieve a course grade in a course of such.
9. Foreign exchange students are not ranked, but may receive a HS diploma if they meet all credit and testing requirements set forth by the District and State.

### **GRADUATION REQUIREMENTS**

1. A 1/2 of credit is granted for successful completion of each trimester class. **Twenty eight (28) credits are required for an HHS diploma.**
2. Students at HHS are required to enroll for all required classes by the grade level and department. In turn, students are expected to get the amount of departmental credits meeting mandatory state and local standards to obtain a diploma.
3. It is the student's responsibility to check their grades regularly via Campus Portal to ensure you are making progress.
4. All HHS students need to maintain their **individualized post-secondary plan** complete and up-to-date throughout high school to be eligible for graduation. This change was enacted during the 2013 legislative session. Students will do this via Naviance.
5. All 9-11 students are expected to maintain at least 2.5 cr. per trimester, or 7.5 cr. per year. Seniors on track for graduation may take senior study for one trimesters, thus being enrolled for at least 7.0 credits/yr.
6. **Required credits for graduation** will be as follows:

	<b>Class of 2016 &amp; 2017</b>	<b>Class of 2018 &amp; Beyond</b>
English/Language Arts	4 credits	4 credits
Social Studies	3.5 credits	3.5 credits
Mathematics	3.5 credits	3 credits (Class of 2018)
Science	3.5 credits	3 credits (Class of 2020)
Physical Education	1 credit	1 credit
Health	0.5 credit	0.5 credit
Art	1 credit	1 credit
Introduction to Careers	0.5 credit	0.5 credit

**7. Minnesota Graduation Standards:** Graduation requirements for HHS students consist of:  
 For students in the Class of 2016: These students took the ACT plus Writing last spring to meet graduation assessment requirements. If a student was unable to participate in this testing, please contact Mr. Scott.  
 For students in the Class of 2017 and beyond: Stay tuned. One thing we know is that you will have one ACT test opportunity paid for by the state of Minnesota.  
 There will still be MCA testing for Science and Reading in Grade 10; and Mathematics in Grade 11. These tests serve to provide our district with information and are included on your academic transcript.

## HOMEBOUND INSTRUCTION

ISD423 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 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 shall be offered beginning on the sixth day of such suspension or exclusion. Parents of students who may need homebound instruction need to provide notice to the high school 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 or more consecutive days due to injury, surgery, illness, or pregnancy may be placed on home instruction with a medical doctor's written recommendations and approval of school administration. Requests should be made through the Counseling Center.

## INCOMPLETES

All incompletes must be made up within ten (10) school days of the trimester end date at which point a failing grade will be entered. In cases of emergency, illness or other special reasons, more time may be given by Administration.

## 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. This course of study could involve academic research and/or special projects. All Independent Study proposals must follow the Independent Study guideline. See school counselor for guidelines and details. An Independent Study enrollment form is available on the HS website. These credits are all under the same guidelines.

## ON-LINE LEARNING PROGRAMS

We recognize 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. Certain classes may be offered on-line. MN Statute places parents as the primary educator for their children. Internet-based instruction provides family units with a learning opportunity in a different environment utilizing different learning skills. HHS participates with Northern Star Online (NSO) to deliver an online option that allows an HHS student to maintain enrollment as well as to take online courses. HHS will follow state statute when accepting Internet course credits. Interested students should contact CRALC or their high school counselor. If you feel your skills are better suited to an online class or more, we also have a few other online alternatives that can mix with your schedule through HHS.

## POST-SECONDARY OPTIONS (PSEO)

Postsecondary Enrollment Options (PSEO) allows juniors and seniors to take courses, full-or part-time, at a postsecondary institution for HS credit. The tuition, fees and required textbooks are at no cost to students. Any student classified as an 11th or 12th grader and accepted by a postsecondary institution, may enroll either full-or part-time in nonsectarian courses or programs at that postsecondary institution. Students and families attending nonpublic schools are encouraged to discuss the school's PSEO policy with a counselor or program advisor well in advance of participation in this program. Students will need to complete and sign the Postsecondary Enrollment Options Program Notice of Student Registration form. A parent's signature is required unless the student is 18 years old or older.

- Students or their parents are responsible for transportation to the postsecondary institution. If the student's family qualifies, their parent or guardian may apply for reimbursement for transportation costs. Public school students can obtain the reimbursement forms from their high school counselor or principal.
- When selecting courses, students must be careful to fulfill the subject areas required for high school graduation. HHS will allow students flexibility in choosing generally comparable courses to meet requirements. Students are not permitted to take remedial, developmental or other courses not considered college level.
- Students may take one or more courses up to a full-time course load as defined by the postsecondary institution. The high school determines the amount of credit to be awarded. However, no more than 7 quarter credits or 4 semester credits can be required to equal one year of high school credit in each subject.
- AP/College courses offered at the HS level will be afforded similar credit as their PSEO counterpart.

- Credits received at a postsecondary institution are on the student's record and count as courses completed at that institution. When students have a disagreement with their high school about course credits they may appeal that disagreement in writing to the Commissioner of Education.
  - If students withdraw from a course, they must let the postsecondary institution and the high school know immediately. PSEO students should expect to be subject to the same procedures and/or penalties as any other high school student when withdrawing from or failing a course.
  - PSEO Legislation (MS124D.09) allows 9th- and 10th-graders to apply to participate in programs like CIS under very narrow circumstances, namely that the class in which they enroll would not be offered unless additional students are enrolled. This legislation does not change the postsecondary institutions' ability to determine eligibility requirements.
  - PSEO schools continue to stipulate which high school grade a student must be in to enroll in CIS courses. Below, all CIS courses taught at HHS are listed and noted whether 9th and 10th graders can apply, and, if they can, what special eligibility requirements students must meet. NOTE: Decisions about 9th and 10th grade participation were made by the college faculty overseeing CIS courses, not HHS.
- |   |  |  |
|---|--|--|
| Challenge Courses (Southwest MN St.)    | 9 <sup>th</sup> and 10 <sup>th</sup> graders: Top 20% of class |  |
| Ridgewater Courses (Ridgewater College) | 9 <sup>th</sup> and 10 <sup>th</sup> graders: Top 20% of class |  |

**SENIOR STUDY / COLLEGE STUDY**

Students, who have sufficient credits to be classified as seniors, will have the privilege of being released from school for up to ONE block during the school year.

**Qualifications:**

- Students who have met their MCA testing requirements in reading, math and writing.
- At the beginning of the senior year, students who have earned a minimum of 21.5 credits.
- By the end of trimester one, students who have earned a minimum of 24 credits.
- By the end of trimester two, students must have earned a minimum of 26 credits.
- A signed parent permission slip must be returned to the attendance office.

**Limitations:**

- The registration and scheduling process will determine which trimester senior study will be available.
- Students may not select the period they will have senior study. Senior study may be any of the five blocks during the day.
- Senior study and other S/U courses cannot be taken in the same trimester, such as being a Teachers' Assistant at the same time you are doing a Work Release program.
- All students must have at least 3 academic courses per trimester and at least 6.5 credits for the year.
- Senior study may be revoked for the following reasons:
  - Receiving a failing grade at the 3-week grade checking periods.
  - Failure to comply with the rules and procedures of HHS.
  - Exceeding the absent limit according to the attendance policy.
  - Unexcused absences in any class.

**Procedure:**

- Students may apply for senior study through the registration process.
- Students wishing to remain in school during senior study will be required to report to the Library, Senior Lounge, Counseling Center, or Cafeteria.
- Students returning from senior study will wait in their locker area until the passing bell rings.
- Students in the senior lounge must have an open period or study period.
- **NOTE: Senior Study is a privilege – it may be terminated by Administration at any time.**

**SENIORS – Preparing for Commencement**

Seniors are expected to pay a \$40 graduation fee and an optional \$10 steak/chicken fry fee. The fee will cover graduation programs, flowers, a professional photograph mailed to the student and Docufide transcripts. HHS pays for honor cords, diplomas, caps, gowns and tassels. Graduation fee is due December 1. Steak/chicken fry tickets will be sold through mid-May.

**Commencement Participation:** To be eligible to participate in commencement exercises or any senior activity, all seniors are informed at the beginning of the third trimester if they are on track to participate in Commencement or to obtain their HS diploma. The HS principal shall make the final determination of who can participate in Commencement. As a general rule, those within 1.0 credit of graduation are allowed to participate in Commencement. To participate in Commencement Exercises, graduating seniors need to have 27.0 credits. If you are not on track in September of your senior year, see your guidance counselor to make arrangements to adjust your daily class schedule or to enroll in the CRALC.

**CRALC Diploma:** Students earning their diploma through the ALC or Credit Recovery after that time are free to get a cap and gown and participate in a separate ceremony that will be held at an alternate date in the spring. **All fines, fees and detention must be taken care of before you receive your diploma.**

**Senior Portraits:** Upload to Josten's website by Dec 1st: [images.jostens.com](http://images.jostens.com). User ID: 401343422, Password: tigers15

If the student doesn't get a photo submitted by that date then the yearbook staff will use the Lifetouch/Campus image if there is one and if there isn't the student's name will be listed in the "No photo Available" yearbook section. **Photo must meet the following 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** (vehicles, pets/animals, sports equipment, hats etc.), **no words** (like *2016* or *Tiger Graduate*) The same photo will appear in the Tiger Yearbook and the Hutchinson Leader. Please contact Ms. Rebecca Lloyd, yearbook advisor with questions.

**Announcements and Caps/Gowns/Tassels:** Orders for caps/gowns/tassels and graduation announcements, open house cards, etc. are held during a class meeting in November. Sizing for gowns is based on your height and weight. You will be given a Jostens order form to complete or you may go on-line to the Jostens website and place your order. The HS Office will notify seniors when to pick up orders. If you have questions, stop in the HS Office or contact Jostens directly. **Orders are due by December 1.**

**Diplomas:** You decide how your name will be printed on your high school diploma. This decision needs to be made and turned into the high school office by **December 1**. If this information is not turned into the office by the above deadline, your name will be printed on your diploma as it appears on your class schedule. Also on the form in which you indicate the way your name should be on your diploma, you will be asked how the names of your parents should appear in the Hutchinson Leader.

**Commencement Speakers:** The Student Body President will give the opening address at Commencement unless opting out. Senior students willing to submit a draft speech to the Principal by May 15 will have the opportunity to audition for Senior Reflection and Farewell addresses. They will then audition in late-May. These speeches have a 3-minute limit and are subject to approval/edition by the committee assigned the task of choosing them including the Principal and Assistant Principal.

**Foreign Exchange Students:** Foreign exchange students 17 years of age or older are able to participate in the Commencement ceremony. If they are pursuing an HHS diploma, they must meet all requirements and testing. If not, they will receive a record of attendance certificate from HHS. If planning to earn a HS diploma, they should declare this intent to their counselor by Oct 1.

#### **SPECIAL PROGRAMS NOTICE**

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, 234-2618).

#### **STUDENT STATUS**

Students require at least 28 credits to graduate. We feel it is important for students to be consistently aware of their progress towards graduation. Students who enroll as freshman will be classified at the beginning of each school term by their credit status achieved prior to the start of the term. Students achieving the appropriate credit level will have a grade level change upon reaching these credit levels:

Grade 10	6.0 credits or more
Grade 11	12.0 credits or more
Grade 12	18.0 credits or more



## ATTENDANCE

The Board of Education believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability. It is the parent's responsibility to call the school to verify an absence within 24 hours of the absence by a signed note, phone call, or email to the attendance secretary, [sarah.mcgraw@hutch.k12.mn.us](mailto:sarah.mcgraw@hutch.k12.mn.us). It is the school's responsibility to maintain accurate attendance and to promptly inform parents when there is problem behavior concerning attendance. This policy recognizes that class attendance is a joint responsibility to be shared by the students, parents or guardians, teachers and administrators. **A complete copy of the attendance policy (503) can be found on the district website.**

**Philosophy:** The philosophy of HHS is to place the responsibility on students and their parents to ensure that absences are infrequent and that when they occur, they are caused by matters of extreme urgency. The responsibility of the school is to provide student instruction, to inform parents of students who are not in attendance and to enforce compulsory attendance laws as well as regulations dealing with absences.

**Connections:** We believe good school attendance is an important part of a good education. Our goal is to communicate with parents about their child's attendance in a positive and collaborative manner. We strive to eliminate the connections between attendance and grading with exception of truancy which is unlawful.

**Responsibilities:** It is the student's responsibility to be in school. It is the student's responsibility to attend all classes regularly and to follow the correct procedures when absent from class. It is the student's responsibility to take care of admits, resolve unexcused absences, and get prior approval for absences.

**Compulsory Attendance:** Minnesota legislation requires all students to remain in school until age 17. Students age 16 or 17 will be considered truant under the Minnesota Compulsory Attendance Law if they have not lawfully "withdrawn" from school. Lawful withdrawal REQUIRES a school/parent/student meeting and authorized signing of the withdrawal form.

**Transcript:** Regular school attendance is critical for all students. Student attendance is part of your permanent academic record and be viewable on the transcript. This will not include exempted absences.

**Truancy:** Students who skip ANY period are truant. Students are expected to be at school at all times when there is no valid excuse to be gone. Students who miss three periods or more on three (3) or more days unexcused will be considered continuing truants. The school will notify the parents and a 'truancy citation' will be sent to the McLeod County Attorney's office. The County Attorney's office will then contact the parents to express concern and schedule a meeting with the County Attorney, school official, parent, and child. If the student continues to be truant, both the parent and the student may be subject to juvenile court proceedings pursuant to Chapter 260.

**Habitual Truancy:** Students who miss one or more unexcused periods on seven (7) or more days are considered habitual truants. The school will notify the parent and a copy of the notification will be sent to the McLeod County Attorney's Office. At this time additional action may be taken by the County Attorney.

**A complete copy of the Truancy policy can be found on the district website. Additional information regarding truancy reporting may be found in Section 503-5 through 503-7.**

### ABSENCES (EXCUSED)

**A student will receive an EXCUSED ABSENCE if he/she:**

- will not be in attendance as scheduled and the school is notified at the time of the absence by phone or in writing with a reason for the absence and
- the parent provides a prior reason for the absence within 24 hours after the student's absence.

Excused absences may include student illness, extended medical treatment for a medical health diagnosis, serious illness in the student's immediate family, bereavement for a family member/relative/friend, medical appointments, court appearances, religious instruction, active duty in any military branch of the United States, family emergencies, family vacations and other examples in District Policy 503.

When the student has accumulated six (6) absences (combination of unexcused/excused) in a class period per trimester, a letter is sent home to parents/guardians indicating concern and offer supports we have for work to be completed as needed. At this point, the student is referred to the at-risk team for failure to meet minimum attendance expectations. The team will determine the response to this behavior based on the student's academic performance including makeup time for excessive absenteeism.

### ABSENCES (EXEMPT)

School-sponsored activities, school suspensions, and college visits (to receive exempt status students must complete the forms available in the HS Attendance Office and are allowed up to two pre-arranged visits per year as a junior and senior).

### ABSENCES (UNEXCUSED)

**A Student will receive an UNEXCUSED ABSENCE if he/she:**

- arrives 30 or more minutes late for a class period without receiving prior permission.
- does not follow the procedures for reporting absences.
- does not submit documentation for an absence within 24 hours of the absence.
- leaves campus after having attended school without checking out in the office.
- receives a removal from class and does not report immediately to the office.
- forges a note, pass, or phone call from a “parent” or “teacher.”
- any absence not included under the excused absences set out in the excused absences policy.

Parents will be notified via Campus Messenger daily for missing 1 or more unexcused class periods. After the unexcused absence is confirmed, a student will be assigned academic support or detention for unexcused absences via Campus Messenger stating the class period missed and appropriate time assigned. The time assigned is generally equivalent to the time a student misses from school.

Students who accumulate 3 or more unexcused periods in a trimester will be placed on an NC status (No Credit) status – please see Credit Reinstatement policy.

**NOTE:** Students will be allowed a maximum of 80% credit for any graded assignment for an unexcused absence. Students will be allowed 80% credit for any graded assessment for unexcused absences provided the student has completed the formative work necessary to complete the assessment. Please see the “Makeup Work” section below for specific timelines for both unexcused absences.

### AGE OF MAJORITY / EMANCIPATION

Students who are living independently of parents or guardians or are 18 years of age are required to contact the high school 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 address, parents will continue to have full communication rights regarding their child’s personal information until graduation. If you are absent, please call the Attendance Office by 10:00 a.m. (320-234-2691) and bring a note for your absence upon your return.

### ATTENDANCE EXPECTATIONS/REPORTING

A large percentage of students attending on a regular and consistent basis do better than their peers in school. 80% of our students are at the average attendance rate or higher. We do not expect students to attend school when they are sick. If carried out, the average student misses no more than once per month on the average. When students exceed this rate, their grades and understanding are affected as potential consequence. When students fall below this, we will work diligently to work with the student and their families to improve their attendance so they are able to achieve at normal rates.

#### Attendance Matrix:

**Exemplary** 97.5% attendance or 39 days out of 40

**Average** 95.0% attendance or 19 days out of 20

**Minimum** 90.0% attendance or 9 days out of 10

### NO CREDIT (NC) POLICY

On the 3<sup>rd</sup> **unexcused absence** for any class, the student will be placed on a No Credit “NC” status. The student’s credit and grade will be “held” until the student completes the requirements outlined in the Credit Reinstatement process or through an attendance contract.

All unresolved NC grades due to unexcused absences are directed to the Credit Reinstatement policy below.

Absence Reason	Procedure
Planned absence from school	. Bring a note from a parent stating when you will be gone from school and the reason you will be absent. Get a <b>“Prior Slip”</b> from the attendance office. Have teachers sign your assignment sheet. Complete your assignments on time.
Unplanned absence for a block or for the entire day. NOTE: <b>If you forget a note, or your parents cannot be contacted, you will receive an Unexcused Absence.</b>	. Your parents should call the school the day you are absent with the reason you are absent. Call <b>234-2691</b> . <b>Leave student name and message stating reason for absence.</b> Or, upon returning to school, parents should write a note explaining why you were absent.
Illness during the day	<b><u>Please see the nurse before you leave. This is incredibly important for the health of students. The nurse needs to be aware of all student health issues.</u></b>
<u>Need to leave school during the day for a reason other than illness</u>	<b><u>You must have a parent notify the office before you leave. Office must issue you an “Out of Building Pass” if you leave the building. Note: <i>Failure to follow these steps results in an Unexcused Absence</i></u></b>

#### CLOSED CAMPUS / ONCE IN-ONCE OUT

Hutchinson HS has a Closed Campus policy. A big reason for this policy is to create an atmosphere conducive to learning. As part of this policy, students are reminded that they are expected to remain in designated areas throughout the day. When they have to leave these designated areas, they are expected to sign out in the office. This includes trips to the parking lot or their car, appointments, leaving school early, or any other deviation from the Closed Campus rule. Failure to follow these expectations may result in violation of the **Once-In/Once-Out policy** and subject to being sent home for the remainder of the day.

Designated areas include the North side entry, cafeteria and central hallways. Students are not to be in the East or West wing during the lunch period. Students traveling to Shalom Baptist are expected to return to designated areas upon return on Thursdays. Students are NOT to be in the Parking Lot without direct permission from the office during the school day.

#### CREDIT/GRADE REINSTATEMENT

At HHS, students with unexcused absences receiving a No Credit (NC) grade as listed above may pursue credit/grade reinstatement. 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, we use a Credit/Grade Reinstatement. This allows us to reinstate the grade and credit that a student earned had they not violated our school policy. Students who receive an NC can erase this grade by meeting the Credit/Grade Reinstatement criteria listed below. Students can reinstate one NC at a time. If you have any questions about this outstanding opportunity for our students, please contact one of the principals at HHS.

Credit /Grade Reinstatement

\*Students do not have any unexcused absence and no more than 2 days of an excused absence during one of the time frames below.

- Beginning of each Trimester to Mid-Term
- Mid-Term to End of Each Trimester
- Any 30-student day increment during the year (student notification required.)

### **MAKE UP WORK**

- Check teacher's website or Naviance for assignments prior to calling the HS Office for homework.
- Make up work for excused absences will receive full credit if it is completed during the makeup time allotted by the classroom teacher. If not, the late assignments will be assigned a maximum of 80% credit.
- Assessments taken after makeup deadlines will receive 80% credit.
- In general, a minimum of one day for assignments and two days for assessments per day of excused absence will be provided.
- Missing school on the day of an assessment would result in the student taking the assessment prior to or upon returning to class.
- In the case of a pre-arranged excused absence, work should be done prior to or promptly after the absence as per teacher discretion. Teachers may use their discretion in setting deadlines for such cases.

### **PHYSICAL EDUCATION FOR TEMPORARILY DISABLED STUDENTS**

Students who are ill or injured will be 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 attendance office to confer with the school regarding which make up option will be followed.

### **TARDINESS**

Students are expected to be in class on time. You will be considered tardy anytime that you are not in an assigned area 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 will result in a T-30. Detention of 30 minutes will be assigned by administration for each T-30.

1<sup>st</sup> and 2<sup>nd</sup> tardy the student will receive a warning.

3<sup>rd</sup> tardy and 4<sup>th</sup> tardy the student will receive 30 minutes of detention to be made up with the assigning teacher. Detention needs to be served that day or the following day (morning or afternoon) or by another arrangement made by the classroom teacher. Failure to show up for detention as assigned results in an office referral for failure to show for detention.

5<sup>th</sup> tardy and every tardy thereafter, the student will receive 45 minutes of office detention. A parent conference, detention, loss of privileges or in school suspension may result from excessive tardiness.

## BUILDING CULTURE

### BACKPACK

Hutchinson High School employs a **Limited Backpack** policy in the hallways and classrooms. Students are welcome to use book bags to carry materials to and from school. We do not want students to leave valuables in their locker, but we also promote students to bring valuable electronics to school (graphing calculators, Chromebooks, etc.). You can bring a book bag to a classroom that may be stowed under your chair. The use of large backpacks is strongly discouraged for safety and storage reasons. Teachers may exercise discretion based on the size of their classroom and the safety/security of having them in there.

### CELL PHONES / ELECTRONIC DEVICES

The use of cell phones in the classroom for non-educational use is an increasing problem and creates substantial attention issues. Use of sound/listening devices including cell phones, MP3 players, iPods, CD players, pagers, or other devices must be authorized by the classroom teacher or supervisor. **The electronic devices may not be seen, heard or used during class time without permission of the teacher.**

- 1<sup>st</sup> & 2<sup>nd</sup> Violation – electronic device is held in office until the end of the day.
- 3<sup>rd</sup> Violation – parents will be called to pick up electronic device.
- 4<sup>th</sup> Violation – parents and student will meet with assistant principal. The electronic device must be removed from school for two weeks.
- 5<sup>th</sup> + Violation – will result in suspension.

If a device is taken during 5<sup>th</sup> block, the student must turn the device in to the office the next day that school is in session to be held there until the end of the school day.

### DRESS CODE – ref. District Policy 504

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational and community standards. With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school.

Hutchinson High School desires to keep students and employees free from threats of harmful influence from any group or gang who advocates drug use, chemical use or disruptive/negative behavior. The high school will prohibit the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group. The high school administration and staff shall enforce this policy.

Any student wearing or carrying libelous, slanderous, potentially dangerous, or overt gang or other paraphernalia that symbolizes gang membership shall be referred to the principal or designee. The student's parent/guardian shall be contacted and the student sent home to change clothes if necessary. Disciplinary problems shall be handled as individual problems and not labeled as gang problems.

#### Appropriate clothing includes:

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

#### Inappropriate clothing includes, but is not limited to:

- "Short shorts", short skirts, skimpy tank tops, tops that expose the midriff or cleavage, tops with spaghetti straps, strapless tops, and other clothing that is not in keeping with community standards.
- Underwear is not to be visible.
- Clothing which bears a message that is lewd, vulgar, obscene, or inappropriate.
- Apparel promoting products or activities that is 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 connotes gang membership.
- Any apparel or footwear that would damage school property.

1. Hats or head gear are not to be worn in classrooms.
2. Sunglasses are not to be worn inside the building.
3. You are not allowed to wear or bring coats, jackets, trench coats, or other outside clothing into a classroom.
4. You are not allowed to wear chains, bandanas, head scarves, or other items determined inappropriate by the administration, teachers or staff.
5. You may not wear any concealing paint or masks on their face. Small insignias are permitted such as a Tiger Paw, Class Year, etc.

**You are expected to conform to the Dress Code policy. You are expected to comply with requests to amend your dress to conform when called on. Failure to do so will constitute insubordination and expose you to disciplinary measures. A complete copy of the Student Dress and Appearance policy can be found on the district website.**

## FOOD SERVICE PAYMENTS

Hutchinson High School has a computerized pre-payment lunch system. When students enter their account number, the appropriate amount is deducted from their account. Deductions will be made from the regular lunch program and salad bar purchases before school and over the noon hour.

**All students must pre-pay their accounts.** Payments will be accepted in the cafeteria throughout the school day. Payments should include student's name and lunch number. The money will be deposited in your child's account. Payments from parents with children at more than one Hutchinson school will be processed faster if made via an on-line payment through our district website. Students moving through the lunch line with cash will be allowed to purchase food. The change will automatically be deposited into his or her account as a credit deposit. Parents may view their child's account activity or balance on-line by visiting the campus website at [www.isd423.org](http://www.isd423.org) and click "Parent Portal". **All students must have money in their account or cash available to make a purchase. No charging will be allowed.**

Per the Minnesota CFL-FNS, when a student does not have money in hand for the current meal, and has not prepaid for the meal, a meal may be denied because of money owed to the food service account. **The school is under no obligation to continue to serve children who do not pay for their meals.**

**Free payment plans:** Hutchinson High School offers free lunch plans to qualifying students. Eligibility forms will be available throughout the school year. When a student is approved for free lunches only the meal is free. All extra and ala carte items must be pre-paid or cash in hand. Forms may be picked up in the HS office and turned in at any time during the school year. Forms may be resubmitted should your family status change.

## LOCKERS

Lockers are assigned for students to use during the school year. It is the student's responsibility to keep the locker clean inside and out. Students are required to put a school lock on their locker. 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 (PE or hallway) to look for or borrow anything.
- 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 property of another student, or take something that does not belong to you, you may receive detention, a suspension, and pay for the damages or replacement of the locker or property. Thefts and vandalism to personal or school property should be reported to the police liaison immediately.

## LOST TEXTBOOKS, WORKBOOKS, AND LIBRARY BOOKS:

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

## MEDIA CENTER

The purpose of the Media Center is to have a media-rich, quiet area where students can engage with their study. The Media Center is open from 7AM-3PM daily, 7AM-4PM on Tues & Thurs. Students may come to the Library during lunch, before/after school to use a computer, check out a book, and spend quiet time reading or doing homework. Students who do not have a planner pass from their classroom teacher will not be permitted in the media center. Students who are on Senior Priv, AP Study or any other flexed time are expected to adhere to the rules and purpose of being in the Media Center.

Students may check out up to five books at a time for a four-week loan period. If a book is needed for a longer period of time, we ask the student to bring in the book and renew it. If a student has an overdue book, they 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 is referred to building administration for disciplinary action. The student will lose final's week lunch privileges or be assigned detention until the book is returned, renewed or paid for by 10:00 a.m., first day of finals. Seniors will not receive their diploma until they return or pay for the book.

## PARKING LOT RULES

All students shall 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 and in clear view. Parking permit is to be hung on rearview mirror, so that it can be read from outside the vehicle.

- Parking fees are \$10 per trimester or \$25 per year.
- A daily parking permit may be purchased for \$1/day.

**Parking permits will be required on all vehicles parked in designated school parking lots.** Vehicles without a current parking permit visibly displayed will receive a tire clamp and/or be required to pay a fine of \$10 for each violation recorded. Students are permitted to park in the school district parking lot west of the high school. Students are not allowed to park in areas marked by yellow stripes or behind the building.

**Areas where students are not permitted to park include:**

- Circle drive – off limits at any time, any day.
- The first row of the west parking lot.
- The area south of the high school (i.e. by auto shop, by tennis courts, etc.).
- Outside of marked areas in the west parking lot (i.e. north and south fire lanes).
- Shalom parking lot, unless an announcement is made regarding too much snow in the west lot.

**Students who park in prohibited areas will have a tire clamp placed on their car and/or pay a \$10.00 fine for each violation. Fines are payable in the HHS Office. Overnight parking on school property is restricted. Permission must be obtained from the high school office for overnight parking. Violators will be towed at owners' expense.**

- The speed limit in the parking lot is 10 mph.
- You 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 trash containers to help keep the parking lot clean and safe.

**Student Automobile Use:** Students participating in a school-sponsored activity will not be permitted to operate school-owned vehicles or be permitted to transport students to and from school sponsored activities unless he/she is employed by the School District. Students must receive permission from the administration to drive a personal vehicle.

**Failure to follow these rules will result in lost parking privileges; potential fines; and/or school discipline. Students who drive carelessly will be reported to the police.**

## PUBLIC DISPLAYS OF AFFECTION (PDA's)

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

## TRANSFER/WITHDRAWAL FROM SCHOOL

If you are considering transfer or withdrawal from school, you are reminded that MN law stipulates that you need to be enrolled in a high school through 18 years of age. Students considering transfer or withdrawal from school must complete the student transfer/withdrawal form available in the Counseling Center, complete an exit survey, and return any books or materials and pay any fees.

## VISITORS

Administration does not promote having school visitors during classroom time. Students who want to have a friend or parent come to eat lunch with them or visit a student or classroom must get permission from the Assistant Principal before the visit. All visitors will be required to report to the HS Office as they arrive at the school building. Visitors must sign the guest registration log including date, time and reason for visit and must sign out at the end of their visit. A visitor badge is required to be worn while in the school building. All visitors are required to follow all school rules.

## DISCIPLINE PROCEDURES (ref. District Policy 506)

The purpose of this section is to ensure that students are aware of and comply with the school district's expectations for student conduct (discipline). 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. Discipline is the development of self-control, character and consideration for other people. To help maintain the best learning environment possible at Hutchinson High School, the administration and faculty have expectations of the students.

These expectations are:

- Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior shows respect for the personal and property rights of other students, faculty and staff.
- Arrival at school and class on time.
- Appropriate use and care of the buildings and facilities of the school.
- Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
- Treating fellow students and staff members with courtesy and respect.

Students are expected to comply with school investigations include accurate reporting of what they have witnessed or participated in. Failure to do so may result in suspension or harsher discipline due to non-compliance or insubordination.

**A complete copy of the Student Discipline policy and Code of Student Conduct can be found on the district website.**

## DISCIPLINARY CONSEQUENCES

The purposes of disciplinary consequences are twofold: one, to reduce the behavior that demands discipline; and two, to help students reclaim their appropriate level of achievement in the classroom. Each teacher has the responsibility and authority to maintain a learning environment in the classroom so all students have the opportunity to learn. Every student has the right to an education, but does not have the right to keep others from learning by disrupting class. A natural consequence of truancy and excessive absenteeism is the assignment of compensatory time on days when school is not in session such as late-starts, in-service days, academic support time or Saturday School. Some primary ones are listed below.

**Academic Support Time:** Students who miss class time, or fall behind in classes have a primary need to increase their learning. One very appropriate consequence is to have students make up this time in periods where they can gain additional academic support. This can be done in various ways including before or after school with various staff members, on faculty workshop days, or during Saturday School time. We use this time as compensation for other missed time that sets the student behind.

**Teacher Detention:** Each teacher has a set of rules (classroom management plan) for his/her classroom. These rules and the school rules will be followed in the classroom. Detention is one consequence for breaking those rules. If a teacher assigns detention, it is the student's responsibility to make arrangements with the teacher to serve the detention. If teacher detention is not served in a timely manner, the detention may be transferred to office detention or doubled.

**Office Detention:** Office detention is assigned by HS administration. If a student serves detention time outside of the office, it is the student's responsibility to ask the supervising staff member to report the time served to the office. **NOTE:** Failure to complete detention in a timely manner may prevent you from participating in selected school privileges and activities and is grounds for suspension from school. Detention time may be served before, during or after school.

**"Saturday" School:** The purpose of this time is to support student progress academically in lieu of unexcused absence, as well as to provide restitution for the time missed from truancy, unexcused absence or excessive absenteeism. Failure to attend this assigned time constitutes insubordination and may result in suspension and an administrative conference with parents, truancy personnel or any other person needed to rectify the problem attendance or behavior. Students are expected to make academic progress when attending Saturday School.

**In-School Suspension (ISS):** For short-term suspensions of one day or less, assignment of in-school suspension room is a potential consequence for violation of school rules. ISS is expected to be a quiet study area only. **No electronic devices are allowed. No talking or group activity will be permitted. No food and beverages will be allowed in ISS.** The rules of the supervisor shall apply. Failure to comply with in-school suspension rules constitutes insubordination and will likely result in out-of-school suspension time, OSS, and/or the potential repeat of the assigned ISS time.



**Out-of-School Suspension (OSS):** This consequence is reserved for those major behaviors where the best interest of the school, the suspended student or the student body is met. Measures are in place to practice other disciplinary measures when possible as an alternative to suspension. All suspensions will be according to the guidelines of the Pupil Fair Dismissal Act (PFDA).

**Other:** Administration reserves the right to employ disciplinary measures that serve to decrease the likelihood the disciplined behavior may repeat. Multiple disciplinary measures are used.

<b>REMOVAL FROM CLASS - District policy 506 Article VIII</b>
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Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy.

"Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. Grounds for removal from class shall include the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct which endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.
5. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

If a teacher asks for removal of a student from class, the student must **report to the office immediately.**

- On the 1<sup>st</sup> RFC from a given class, the student will receive office detention. Your teacher will contact parent(s).
- On the 2<sup>nd</sup> RFC from a given class, the student will receive office detention and there will be a student-parent-teacher-administrator conference to determine a behavior plan to avoid future class removals.
- On the 3<sup>rd</sup> or subsequent RFC from a given class, the school will schedule a parent meeting to discuss future sanctions including complete removal from the class in question. **The student may lose credit for the class** and be placed in a long-term study hall.

If the student receives an RFC from class and does not report to the office, the student will receive an unexcused absence and is subject to further consequences.

## SUSPENSION—District Policy 506 Article IX C

- ✓ Suspension means an action taken by administration prohibiting a student from attending school for a period of no more than ten (10) school days. This definition does not apply to dismissal for one (1) school day or less.
- ✓ Suspensions may be used in dealing with student misconduct. The Superintendent of Schools will be notified of suspensions in excess of five days. All suspensions will be according to the guidelines of the Pupil Fair Dismissal Act.
- ✓ A parent conference may be required before you may return to school.
- ✓ You may be asked to pay for damages or theft of property, go to counseling with an approved person, go to a smoking seminar or participate in a chemical dependency program in addition to the suspension.
- ✓ If you continue to be suspended for your behavior you may be expelled from school. If you break a local, state or federal law, you will also be reported to the Hutchinson Police Department and may face additional school discipline including suspension or expulsion.

**You may be suspended from, or face potential expulsion from, school for any of the reasons listed in the Code of Student Conduct as follows:**

- **CLASSROOM DISRUPTION:** Creating or attempting to create a classroom disturbance.
- **INSUBORDINATION:** Disobeying a staff member willfully and openly.
- **INAPPROPRIATE LANGUAGE:** Swearing at or using inappropriate language toward another student or staff member.
- **FIGHTING:** Fighting with, striking, or threatening another student or staff member.
- **USE/POSSESSION OF SUBSTANCES:** Possessing, using, selling, solicitation, potential to distribute, giving away or being under the influence of alcohol or other controlled substances on or in any school property, or at any school sponsored activity. The Hutchinson Police Department shall be immediately notified of this incident.
- **MATERIAL AND SUBSTANTIAL DISRUPTION:** Creating, or encouraging, promoting or participating in attempts to interfere with normal school functions or activities. You may not use noise, inappropriate language, physical force, threats, fear, intimidation, refusal to cooperate or any other actions to disrupt the regular functions of the school.
- **USE/POSSESSION OF TOBACCO:** Possession of, or use of, any tobacco product, including e-cigarette or e-cigarette products, in or on school property.
- **TRUANCY:** Skipping one or more periods of school. There is a compulsory attendance law. You are expected to attend high school until at least age 18.
- **GAMBLING:** Gambling is illegal for most people in most places in the State of Minnesota. We have no tolerance for gambling activities.
- **GROSS DISRESPECT:** Showing disrespect for students, staff or school property, in or on school property or at any school sponsored activity.
- **MAJOR VIOLATIONS:** Violation of the ISD 423's Major Policies such as Weapons, Harassment, Violence or Bullying.
- **ILLEGAL ACTIVITY:** Involvement in any illegal activity on school property or at school events.
- **OTHER:** Other conditions or activity defined as inappropriate by the administration.

**A complete copy of the Student Discipline policy and Code of Student Conduct can be found on the district website.**

## STUDENT ACTIVITIES

(District Policy 510) The purpose of this policy is to impart to students, employees and the community the district's policy related to the student activity program. 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.

**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 shall have the opportunity to have a review of the penalty or suspension by the HS principal or designee.

**Student Code of Responsibilities:**

- a. I will respect the rights and beliefs of others and will treat others with courtesy and respect.
- b. I will be fully responsible for my own actions and the consequences of my actions.
- c. I will respect the property of others.
- d. I will respect and obey the rules of my school and the laws of my community, state, and country.
- e. 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:** A student ejected from a contest shall 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, for the first ejection. All subsequent ejections shall 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 Office 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.

**Harassment/Violence:** Students are expected to follow the ISD423 policy prohibiting harassment and violence as well as MSHSL rules and regulations regarding Racial/Religious/sexual harassment/violence. Students who violate this policy will be subject to the same MSHSL consequences as for mood altering chemicals and tobacco usage, but the violations will be dealt with separate from those violations.

**The complete School Activities policy can be found on the district website.**

## 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. Hutchinson HS 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 HS activity levels.

Start of:	Tri I	Tri II	Tri III	END
Grade 9	GS	2	4.0	6.5
Grade 10	6.5	8.5	10.5	12.5
Grade 11	13.0	15.0	17.0	19.0
Grade 12	19.0	21.5	24.0	28

**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 a HS counselor prior to the start of the season.
- Students who are deficit-credit will forfeit any probation period. If they 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)
  - If ineligible at the end of a progress period, the period of ineligibility will be at least for one week. (Monday to Monday for example)
- Students who become Academically Ineligible, and then stay on Academic Probation, will remain on Academic Probation through the remainder of the trimester.

## **CHEMICAL ELIGIBILITY – District Policy 510**

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 shall 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 be allowed to 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 shall 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 be allowed to 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 shall 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 be allowed to participate in any non-classroom activity for twelve weeks.

## **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 the last group, all of these organizations allow students to earn a Varsity letter for their participation and higher involvement.

#### ATTENDANCE – Miss School / Miss Performance

This procedure applies to all students involved in any co-curricular and extra-curricular activity scheduled either during or outside the school day. School-initiated absences will be accepted and participation permitted. Medical appointments or other principal-approved absences are also exempted. A student may not participate in any activity or program if he/she has an unexcused absence from any class period during the day. 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 for one or more periods during the school day may not participate in after-school activities for that day. This includes practice.

#### DANCES

HS dances are open to all HHS students and one guest pending approval by high school administration at least one day prior to the dance. Guests for dances must be at least 9<sup>th</sup> grade (10<sup>th</sup> Grade for Prom) and not older than 19 years of age and have prior written approval from the HHS Principal. 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 visitor list. Students must have served all of their office detention in order to be allowed into the dance.

It is the intent of Hutchinson High School 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 11:00 p.m. (Prom @ Midnight). Doors will close at the mid-dance point. Please remember—if you leave during the dance, you may not re-enter. Dress codes unique to a dance may be enforced. **Prom** is open to Hutchinson High School students in grades 11 and 12 and their guest if approved by the administration.

#### NATIONAL HONOR SOCIETY (NHS)

NHS is an organization sponsored by the MN Principals Association (MASSP) that creates enthusiasm for scholarship, stimulates a desire to render service, promotes leadership and develops character in the students of Hutchinson HS. Membership is open to 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 National Honor Society 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 shall be determined by the Faculty Council according to the rules and regulations of the National Honor Society. A copy of the "procedure for dismissal" is available in the Principal's Office.

#### STUDENT COUNCIL

**Student Council** is an organization sponsored by the Minnesota Principals Association (MASSP) that represents the student body at Hutchinson High School. 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 Hutchinson High School rules and activities policies.

### **STUDENT/TIGER FAN GAME 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:

- 1) The student section promotes positive school spirit for our Tigers and the visiting opponents.
- 2) Students are encouraged to stand/sit in the student designated areas.
- 3) If students sit outside the student section, they are expected to conduct themselves within the appropriate HHS and MSHSL guidelines for spectators.
- 4) All standing cheers must be contained to the student section.
- 5) Appropriate dress is required at all times and at all events.
- 6) All signs, props, cheers, and gestures are allowed at the discretion of the site supervisor(s).
- 7) 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:

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

This rule applies to students and non-students. Students evicted from a Hutchinson School District 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.

### **STUDENT ACTIVITY FEES**

- A. 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.
- B. Club activity fees do not qualify towards the family cap such as: Key Club, Link Crew, FFA, etc.
- C. See High School website for activity fee schedule.
- D. Registration forms are available in the Activities Office or on the High School website.
- E. Activity schedules can be viewed thru a link on the website or by visiting [www.wconference.org](http://www.wconference.org).

### **TITLE IX COMPLAINTS AND GRIEVANCES (Procedure)**

This Hutchinson Public School District #423 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 days to the student.
2. If the problem cannot be resolved at level A, 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 days.

## TECHNOLOGY

### TECHNOLOGY USE ref. to Board Policy 524P

We are 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.

**Students will be expected to follow and validate the acceptable use procedure and the use of personal devices policy online regarding computer software, hardware and the Internet. Failure to do so will mean denial of Internet access for a specified period of time. This will be available after July 1, 2015.**

### TECHNOLOGY SUPPORT

**Media Center-** keeps extended school hours of 7:00 AM to 3:00 PM when school is in session, 7:00 AM to 4:30 PM on Tuesdays & Thursdays. The Library will close at 2:30 PM on the last day of any school week. The Library computers are available for students on a drop in basis.

**Computer Labs -** are available during the school day for class use only, individual students needing to use a computer should go to the Library.

**Software:** All labs provide Internet access, access to network file storage, browsers and plugins, Open Office, and some version of MS Office. Students are strongly urged to use Google Apps for Education for all school use.

**Use of School Computers:** It is expected that students respect the use of school equipment. Any sort of misuse of the computers will be considered vandalism and consequences will be imposed. No food or drinks are allowed in computer labs, violation of this rule will result in consequences being imposed.

**Use of Personal Devices:** Many students now have their own personal devices. These are the responsibility of the student and are also subject to school rules and network policy while in the district.

**Student Logins:** Students have access to our wireless network, school Moodle, a school Google Apps 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.

<b>Student Moodle</b>	<a href="http://portal.hutch.k12.mn.us/moodle">http://portal.hutch.k12.mn.us/moodle</a> User: <First Name><Last Name> <Last number for year you graduate> EXAMPLE: JaneDoe6 PW: Lunch Pin Number
<b>Student Wireless</b>	Look for ISD423STAFFSTUDENT on your wireless device. User: <First Name><Last Name> <Last number for year you graduate> EXAMPLE: JaneDoe6 PW: Lunch Pin Number
<b>Google Apps</b>	<a href="http://docs.isd423.org/a/student.isd423.org">http://docs.isd423.org/a/student.isd423.org</a> User: <First Name><Last Name> <Last number for the year you graduate>@student.isd423.org EXAMPLE: JaneDoe6@student.isd423.org PW: password423 PW: Whatever you set it to after using temp. password, tell media center if you need it reset.
<b>Naviance</b>	<a href="https://connection.naviance.com/family-connection/auth/login/?hsid=hutch">https://connection.naviance.com/family-connection/auth/login/?hsid=hutch</a> User: Email address PW: Whatever you set it to (forgotten PW? See Mr. Dave Ellefson)
<b>Student Portal</b>	<a href="https://campus.hutch.k12.us/campus/portal/hutchinson.jsp">https://campus.hutch.k12.us/campus/portal/hutchinson.jsp</a> Username: student ID number PW: <First Initial><Last Initial> <birthdate: mmddyy> EXAMPLE: 12345 PW: JD122998

**INTERNET USE AGREEMENT - STUDENT**

**STUDENT**

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**SUPERVISING TEACHER**

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_