



Hutchinson High School

Student Handbook 2025-26

Excellence in Academics, Activities, and Character

2025-2026
Student Handbook

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

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

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

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

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

The procedures and policies listed are those enacted by the School Board or proposed to them in July 2025. In the event that this handbook conflicts with any subsequent Legislative, School Board action, or procedural changes taking place in the interim, amendments to this document will be posted and disseminated 72 hours prior to these actions taking effect.

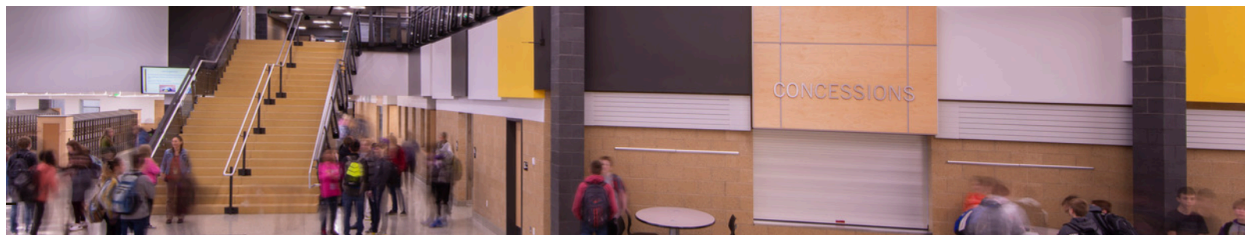


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HHS BELL SCHEDULES

The HHS educational day runs from 7:30am to 2:15pm. The typical school day is divided into five academic blocks plus one Advisory period. Lunch is determined by the 4th block teacher on the regular bell schedule or 6th block teacher on the 2-hour early out schedule.

REGULAR SCHEDULE		2-HOUR Early Out SCHEDULE		FINALS DAY 1	
Block 1	7:30 - 8:32	Block 1 -- 7:30 - 8:17		Advisory -- 7:30 - 9:15	
Block 2	8:42 - 9:44	Block 2 -- 8:22 - 9:09		Block 2 -- 9:30 - 11:15	
Block 3	9:51 - 10:53	Block 3 -- 9:14 - 10:01		Lunch -- 11:15 - 12:25	
		Block 4 -- 10:06 - 10:53		Block 4 -- 12:25 - 2:10	
Block 4	10:58 - 12:35	Lunch 6A -- 10:53 - 11:23		FINALS DAY 2	
		Block 6A -- 11:28 - 12:15		Block 1 -- 7:30 - 9:15	
		Block 6B -- 10:58 - 11:45		Block 3 -- 9:30 - 11:15	
		Lunch 6B -- 11:45 - 12:15		Lunch -- 11:15 - 12:25	
Lunch A	Lunch B	Lunch C		Block 6 -- 12:25 - 2:10	
Lunch: 10:58 - 11:28	Class: 10:58 - 11:28	Class: 10:58 - 12:00			
Class: 11:33 - 12:35	Lunch: 11:28 - 11:58	Lunch: 12:05 - 12:35			
	Class: 12:03 - 12:35				
Advisory	12:42 - 1:06				
Block 6	1:13 - 2:15				

2025-2026 HHS EVENT CALENDAR

Wednesday, August 20	School Photo Day
Wednesday, August 27	New Student Orientation
Wednesday, August 27	Open House
Tuesday, September 2	1st Day of School
Friday, September 5	School Photo Makeup Date
Monday, September 8	Crow River Area Night School Starts
September 22-26	Homecoming Week
Friday, September 26	No School (Teacher Workshop)
Saturday, September 27	Homecoming Dance
Wednesday, October 1	Two Hour Early Release
Friday, October 10	School Photo Retake Date
Friday, October 10	Career Fair (Grade 10 only; @ Ridgewater)
Tuesday, October 14	Tri 1 Evening Conferences
Wednesday, October 15	No School (Teacher Workshop)
Thu Oct 16 & Fri Oct 17	No School (MEA Weekend)
October 29- November 2	Fall Musical
Wednesday, November 5	Two Hour Early Release
Sunday, November 9	NHS Induction
Monday, November 10	Band Concert - Fall
Tuesday, November 11	Veterans Day Ceremony
Monday, November 13	Choir Concert - Fall
Monday, November 24	Tri 1 Finals (Day 1)
Tuesday, November 25	Tri 1 Finals (Day 2)
Wednesday, November 26	No School (Teacher Workshop)
Nov 27-28	No School (Thanksgiving)
Monday, December 1	Early Graduation Declaration Deadline
Monday, December 1	Trimester 2 Begins
Monday, December 22	Holiday Band/Choir Concert
December 23	Two Hour Early Release
December 24-January 2	No School (Winter Break)
Monday, January 5	School Resumes
Monday, January 19	No School (Rev. Dr. Martin Luther King, Jr. Day)
TBD	Winter Week Celebration
Thursday, February 5	Tri 2 Evening Conferences
Friday, February 6	No School (Teacher Workshop)
Thursday, February 12	Band Concert - Winter
Monday, February 16	No School (President's Day)
Tuesday, February 17	Choir Concert - Winter
Wednesday, March 4	Tri 2 Finals (Day 1)
Thursday, March 5	Tri 2 Finals (Day 2)
Friday, March 6	No School (Teacher Workshop)
March 9-13	No School (Spring Break)
Monday, March 16	Trimester 3 begins
Wednesday, April 1	Two Hour Early Release
Friday, April 3	No School (Good Friday)
Monday, April 6	No School (Easter Monday)
Tuesday, April 7	ACT or ASVAB Testing (Grade 11 only)
Thursday, April 23	Tri 3 Evening Conferences
April 16-19	Spring Play
Saturday, May 2	Prom
Wednesday, May 6	Two Hour Early Release
Monday, May 11	Band Concert - Spring
Monday, May 18	Senior Awards
Tuesday, May 19	Choir Concert - Spring
Wednesday, May 20	Baccalaureate
Monday, May 25	No School (Memorial Day)
Thursday, May 28	Crow River Area Night School Ends
Friday, May 29	Grade 12 - Last Day of School
Saturday, May 30	PSEO Declaration Deadline (postmark)
Wednesday, June 3	Tri 3 Finals (Day 1)
Thursday, June 4	Tri 3 Finals (Day 2); Last Student Day
Friday, June 5	Commencement

INFORMATION

ACADEMIC RESOURCE CENTER (“ARC”)

The purpose of the ARC is to have a quiet area where students can engage with their study. The ARC is open from 7:00am - 3:30pm. While in the ARC, students are expected to adhere to the rules and purpose of the ARC.

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

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

AGE OF MAJORITY / EMANCIPATION

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

BACKPACKS / BOOKBAGS

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

BOOK FINES

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

BRING YOUR OWN DEVICE (BYOD)

Personal digital devices (Chromebooks; laptops) are required for all students. If students qualify for free or reduced lunch and would benefit from assistance in obtaining a device, please contact the District Office to get the necessary paperwork. Forms to apply for the use of a District device may be found at the District’s Central Office, 1365 South Grade Road SW, Ste #2, Hutchinson, MN). Daily Chromebook checkout is available in the ARC for emergency circumstances.

BUILDING VISITORS

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

CARE OF PROPERTY

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

CELL PHONES AND ELECTRONIC DEVICES

Students are allowed to bring cell phones and personal electronic devices into the building for use before and after school, during passing periods, and during lunch. Students are not allowed, unless pre-approved by the teacher, to use or have their electronic device accessible during class.

Other personal device related information:

- Hutchinson High School will not be held responsible for any physical damage, loss or theft of a personally owned digital device.
- Other devices, including wearable technology and music, are subject to the same expectations as cell phones.
- Teachers may designate locations for cell phone placement during instructional time and when a student leaves the classroom (i.e. visits the restroom).
- In the event a parent needs to contact their child immediately, they are asked to call the main office and the message will be relayed to the student.

Electronic Device Violations:

Students are asked to abide by the policy. Any student who refuses to turn over the device may be insubordinate and subject to other disciplinary actions such as removal from class.

First Violation- Teacher/Student Conference. The device may be confiscated for the class for the day.

Teachers should track within their classroom and do not need to report the infraction to the office.

Second Violation- Confiscation of the device for the day. The teacher will turn the device into the high school office. The student may pick up the device in the high school office at the end of the day. Teachers will inform the office of the infraction and the offense will be tracked in the student information system.

Third Violation- Confiscation of the device until the parent retrieves it and has an administrative conference. Teachers will inform the office of the infraction and the offense will be tracked in the student information system

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

CLOSED CAMPUS; "ONCE IN / ONCE OUT"

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

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

COLLEGE STUDY

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

- Students enrolled in a College Study block must otherwise have a full course schedule during the College Study block trimester
- If a PSEO course schedule overlaps with the HHS regular bell schedule causing the student to miss class time at HHS, the College Study block will be placed in the student's daily schedule in order to eliminate the overlap
- Students on-campus during their College Study block are required to locate themselves in the ARC
- Students enrolled in a College Study who travel off-campus during this block assume their own responsibility and liability; parental/guardian consent is implied by College Study enrollment. Students leaving campus must sign out in the main office.

COMMENCEMENT

- Commencement Fee: There is a fee of \$30 due by December 1st for all students participating in commencement to cover the costs associated with the event. This fee covers: graduation programs; flowers; a professional photograph mailed to the student; equipment rental, and Parchment transcripts. HHS pays for honor cords, diplomas, caps, gowns, and tassels.
- Commencement Participation: Students in Grade 12 are informed at the beginning of the third trimester if they are on track to participate in commencement and/or to obtain their HS diploma. Students within 1.0 credit of graduation or who have completed all of the subject area requirements are allowed to participate in commencement. If students in Grade 12 are not on track to graduate at the start of the academic year, they should coordinate with their school counselor to make arrangements to adjust their daily class schedule or to enroll in the CRALC. Commencement decisions are finalized following the Trimester 3 grading deadline for students in Grade 12. In order to participate in commencement, Grade 12 students must be fully enrolled at HHS during Trimester 3 (Note: this requirement does not preclude non-conforming students from earning an HHS diploma).
- Announcements and Caps/Gowns/Tassels: Students are able to order caps/gowns/tassels along with graduation announcements, open house cards, and other items through Jostens. Sizing for gowns is based on student height and weight. Students will be given a Jostens order form to complete or they may complete the transaction online through the Jostens website. The HHS Office will notify students in Grade 12 once orders have arrived. Please inquire in the Main Office with questions. All orders are due by December 1.
- Diploma: Students determine how their name will be printed on their high school diploma. This decision needs to be communicated to the Main Office by December 1. If this information is not turned into the Main Office on/before December 1, your name will be printed on your diploma as it appears on your class schedule. Students will also be asked how the names of their parent(s)/guardian(s) should appear in the Hutchinson Leader.
- Commencement Speakers: The Student Council President will give the opening address at Commencement (unless declining the honor). Students in Grade 12 willing to submit a draft speech to the Principal will have the opportunity to audition for Senior Reflection and Farewell addresses. These students will audition in May before a selection committee to include HHS administration. Speeches are limited to three (3) minutes or less, and students selected as speakers must provide an exact copy of their speech to HHS administration no later than one (1) week prior to commencement.
- Foreign Exchange Students: Foreign exchange students 17 years of age or older are able to participate in commencement. If the foreign exchange student is pursuing an HHS diploma, they must meet all requirements regarding academics and testing, and the student must declare this intention to their school counselor on/before October 1. If not, foreign exchange students participating in commencement will receive a record of attendance certificate from HHS.

DANCES

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

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

DELIVERIES - THIRD PARTY

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

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

HHS complies with laws relating to educational records that are collected, stored, and disseminated. All student directory policies can be found within school district Policy 515. The Family Education Rights and Privacy Act (FERPA) provides that education records of personally identifiable information may be disclosed to third parties with written consent of parents, guardians, or the student. Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as “directory information.”

If you want directory information released during the current year, please put it in writing and return it to the Principal's office. The form can be found in [District Policy 515](#). The laws: (1) limit the amount of data which is collected about an individual; (2) limit access to and release of those records which are collected; (3) provide procedures to insure that the information which is collected is accurate; (4) provide penalties in the event that the statutes are not followed.

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

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

We believe in promoting and sharing student success and accomplishments to the local newspaper and on the district/school Facebook and Twitter pages. **If you oppose having your child recognized with name and photo/video, please update this on Parent Infinite Campus or send an email to Principal Jennifer Telecky; jennifer.telecky@isd423.org**

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

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

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

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

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

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

Headgear, including hats or head coverings, may be worn in common spaces throughout HHS and within classrooms as permitted by the teacher. Teachers must permit head coverings used for special circumstances (i.e., student undergoing chemotherapy; medical situations; religious purposes; other).

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

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

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

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 (though students guilty of libel or slander will be suspended and subject to state and federal laws). Symbolic, verbal, and written freedom of expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property cannot be used.
- Student publications or other materials cannot be written, published, posted, or disseminated on school property without permission from the Principal.

FUNDRAISING ([District Policy 511](#))

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

LOCKERS ([District Policy 502](#))

Lockers are assigned for all Grade 9 students and by request to all other students to use during the school year. However, lockers are the property of the school district and may be searched at any time for any reason and without notice.

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

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

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

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

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

MEAL PRICES

Lunch prices are Free for HHS students and \$5.00 for adults. Breakfast prices are Free for HHS students and \$3.25 for adults. Students must have funds in their lunch account to purchase a second lunch and snack bar items. You may monitor and deposit money to your family's account online at <https://parents.classlink.com/isd423>.

NATIONAL HONOR SOCIETY (NHS)

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

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

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

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

OPEN LUNCH DURING TRIMESTER FINALS

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

PARKING AT HHS

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

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

Cost: Vehicle Parking fees are \$50 per year. Motorcycle/scooter/moped permits are \$10 per year. A daily parking permit may be purchased for \$1 per day. Price reduces to \$30 after January 1.

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

Student Parking Locations (with permit):

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

Parking Lot Expectations:

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

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

PHYSICAL EDUCATION FOR TEMPORARILY DISABLED STUDENTS

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

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

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

PROM

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

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

PUBLIC DISPLAYS OF AFFECTION (PDAs)

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

RESTROOMS

Student restrooms are provided on each floor of the building for their expressed purpose. Students should not congregate or loiter in restroom areas. Staff may enforce restroom capacities in cases of overcrowding.

SENIOR PORTRAITS

Students in Grade 12 must upload their senior portrait to Josten's website (<https://images.jostens.com/447305962>) by Dec 15th.

Submission Deadline:

If a student in Grade 12 does not upload a senior portrait on/before Dec 15th, the Yearbook staff will use the most recent Campus image available; if no image of the student is available, the student's name will be listed in the "No Photo Available" section of the yearbook.

Requirements:

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

Usage:

The same portrait will appear in both the Tiger Yearbook and the Hutchinson Station (Newspaper). Please contact the Yearbook advisor with questions.

SPECIAL FEDERAL PROGRAMS NOTICE (TITLE IX; SECTION 504)

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

STANDARDIZED TESTING OPT-OUT POLICY

The State of Minnesota requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. This is that notice. The Commissioner of

the Minnesota Department of Education (MDE) was tasked by the Legislature with developing a form for parents to use to exercise this option. Access the form at: [Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information](#)

STUDENT COUNCIL

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

STUDENT GUESTS / “SHADOWS”

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

STUDENT SUPERVISION

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

STUDENT USE OF DISTRICT-OWNED TECHNOLOGY

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

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

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

TITLE IX COMPLAINTS AND GRIEVANCES

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

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

TRANSFER / WITHDRAWAL FROM SCHOOL

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

VOLUNTEERS

To protect the welfare of our students, criminal history background checks for volunteers are required for those who work on-site without supervision and for all off-site volunteers (including field trips that leave the city limits, coaches and advisors). These background checks will be at the district's expense and information will be kept confidential. A District employee must initiate the volunteer background check process. After the formal request is made, the volunteer will receive an email to complete an online background check. This form needs to be submitted and your background check completed and approved well in advance of the volunteer opportunity. Approved background checks are good for two years. Volunteers who are denied based on the results of the background check will be notified directly.

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

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

ACADEMICS

ACADEMIC INTEGRITY

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

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

Cheating: Using dishonest methods to gain an advantage

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

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

Consequences:

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

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

Procedures for Reporting Academic Dishonesty:

1st Offense:

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

2nd Offense:

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

3rd Offense:

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

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

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

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

ACADEMIC HONORS

Purpose:

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

Student Eligibility:

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

Academic Letter Award:

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

Honor Roll:

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

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

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

Senior Honor Awards:

Appropriate students in Grade 12 will be recognized for their academic achievement at commencement. Final determination will be made through Trimester 2 of the Grade 12 year. Honor graduates will wear the appropriate cords at commencement exercises and be so designated in the program. The academic award requirements are as follows:

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

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

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

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

Formative: a maximum of 20% of the term grade.

Summative: a minimum of 80% of the term grade.

Individual departments and grade levels in collaboration with the building administration will determine what assessments are included in the Formative and Summative categories.

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

CLASSROOM PLACEMENT

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

Elementary and secondary building administrators collaborate with teachers and counselors to examine each student's academic profile to ensure a successful, equitable classroom placement for each academic year. This comprehensive profile includes the student's strengths along with summative and formative test (MCA; FAST; SABRES) results, and the student's social, physical, and emotional well-being. This analysis also supports student placement in our intervention programs taught by our most highly trained and experienced experts in the areas of reading, math, and social/emotional skill development. At the high school, students are able to make a four-year plan and choose their courses based on their TigerPath Academy, therefore, course selection is student-driven. Furthermore, classroom rosters are developed independent of assignment to an individual teacher, without the potential interference or subconscious bias of the teacher or parental influences. This thorough, comprehensive process allows for equitable distribution of our teaching staff and allows for reduction of equitable access concerns for all students. In addition, all certified teaching staff are licensed under the new PELSB licensing system.

COURSE ADD / DROP / CHANGE PROCEDURE

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

First Three (3) Days of a Trimester:

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

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

Students may drop a course. A "W" (Withdrew) will be noted on the student's transcript. If approved, the student may replace the dropped course with a different course. If the

student cannot find a teacher-approved course to add, the student's counselor will work with the student to complete the student's schedule.

Day Eleven (11) and Beyond of a Trimester:

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

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

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

FAILURE AND CREDIT RECOVERY

ISD 423 expects all students to achieve at an acceptable level of proficiency. A student who fails a subject for a trimester will be expected to make up the failure in one of the following ways:

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

GRADE POINT AVERAGE (GPA) / WEIGHTED GRADES

Grade Point Average:

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

The calculation of grade point average:

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

Weighted Grades:

HHS will provide a weighted grading scale for those courses that meet these externally-tested standards of excellence such as Advanced Placement (AP), University of Minnesota's College in the Schools program (CIS), and PSEO courses 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.

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

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

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

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Three credits of mathematics sufficient to satisfy all of the academic standards in mathematics;
3. Three credits of science, including one credit to satisfy all the earth and space science standards, one credit to satisfy all the life science standards, and one credit to satisfy all the chemistry or physics standards for grades 9-12; standards in either chemistry or physics and all other academic standards in science;
4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-26 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
5. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
6. One half credit in health; and
7. One credit in physical education sufficient to satisfy the state standards in physical education,, of which one-half is to be fitness related. A student may earn an Independent Study credit in PE by satisfying the conditions set forth for Independent Study as prescribed by the Hutchinson High School Principal; and
8. Students who begin grade 9 in the 2024-25 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.
9. Satisfactorily complete all requirements set forth in the RAMP-UP For Readiness curriculum at .25 credit per year; and
10. Complete a total of 28 high school credits.

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

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

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

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

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

HOMEBOUND INSTRUCTION

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

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

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

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

INCOMPLETE GRADES

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

INDEPENDENT STUDY

Students may elect to choose an Independent Study course option. Independent Study courses are established by mutual agreement between the student and an appropriately licensed content area teacher. Independent Study courses must be pre-approved by the building principal. All Independent Study courses are unweighted and are graded on an A/F or S/U basis as pre-determined by the teacher.

LATE WORK & RETAKES

One Core Value of the Hutchinson Public School District is "All Students Learn." Educators in the district realize that all students do not learn at the same speed nor understand all course learning expectations on the first attempt. We believe learning is a process, not something that must or should come easily. We also believe students should not have academic penalties for not learning or not meeting academic expectations of mastery on the first attempt. We value mistakes our students make as a natural and common aspect of learning. Mistakes are not something students should be afraid to make and our grading policies and procedures should not promote a mindset contrary to this belief. ISD 423 educators must provide opportunities for students to retake assessments and redo assignments to promote proficiency of learning.

ONLINE LEARNING PROGRAMS

HHS recognizes the importance of providing alternative learning options for some students. Internet-based instruction can provide a viable option for students who are unable to be successful in the traditional classroom setting. MN Statute places parents as the primary educator for their children. Internet-based instruction provides families with a learning opportunity in a different environment utilizing different skills. HHS participates with Northern Star Online (NSO) to deliver an online option that allows

HHS students to maintain enrollment here. HHS will follow state statute when accepting online course credits. Interested students should contact their school counselor. Students must meet alternative learning criteria and/or have permission from the high school principal to enroll in a class. Students pursuing online coursework through ISD 423 will need to take an Online Learning Readiness Assessment (OLRA). The ARC is the designated workspace for NSO students who are working in the building.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

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

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

School districts must allow a PSEO student reasonable access to the high school building, computers and/or technology resources during regular school hours to participate in PSEO courses, whether on-line or on campus. Students who choose to work at HHS must enter through the main entrance, sign in/out in the office and report to the ARC. The ARC is the designated workspace for PSEO students.

REPORT CARDS / PROGRESS REPORTS

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

SATISFACTORY / UNSATISFACTORY OPTION

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

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

ATTENDANCE (District Policy 503)

ATTENDANCE RESPONSIBILITIES

Student's Responsibility:

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

Parent or Guardian's Responsibility:

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

Teacher's Responsibility:

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

Administrator's Responsibility:

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

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

EXCUSED ABSENCES

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

The following reasons shall be sufficient to constitute excused absences:

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

- 9) Active duty in any military branch of the United States.
- 10) Family related work.
- 11) Vacations with family.
- 12) Prior approved college/school visits
- 13) A student's condition that requires ongoing treatment for a mental health diagnosis.
- 14) Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance.

Note: After ten excused or unexcused absences, a doctor's excuse may be required following any future absences related to illness.

EXCUSED ABSENCES NOTIFICATION

Planned Absences:

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

Unplanned Absences:

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

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

EXEMPT ABSENCES

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

NO CREDIT AND CREDIT REINSTATEMENT

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

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

Credit Reinstatement Criteria:

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

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

TARDIES

Students are expected to be in class on time. Students will be considered tardy anytime that the student is not in their assigned location when the bell rings. Teachers are expected to enforce uniform tardy consequences. Students who arrive 0-10 minutes late will be marked tardy.

Consequences:

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

TRUANCY, CONTINUING TRUANTS, AND HABITUAL TRUANTS

Truancy:

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

Continuing Truants:

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

Habitual Truants:

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

UNEXCUSED ABSENCES

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

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

Consequences of Unexcused Absences:

- 1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn Stat. §§ 121A.40-121A.56.
- 2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.

- 3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes re truancy.
- 4) Students with unexcused absences shall be subject to discipline in accordance with the HHS Student Handbook.

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

Purpose:

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

General Statement of Policy:

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

Responsibility:

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

General Eligibility:

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

Student Code of Responsibilities:

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

Ejection:

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

Participation:

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

Chemical Health:

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

ACADEMIC ELIGIBILITY

Philosophy: Student academic progress is a priority, and the decisions regarding eligibility should reflect a commitment to meeting the needs of students in activities. This policy reflects the goals of holding students who are in activities to a higher standard to be able to participate. Because these needs are so varied, the scholastic policy must reflect some flexibility.

3 Week Grading Period

At the 3 week grading period the activities director will review grades for students involved in a sport or activity. If a student has a D or F in any class the student and parents will be contacted and reminded about the eligibility guidelines. This contact would be a notification to the students to work towards improving their grades so as to not affect their academic eligibility.

6 Week Grading Period

A student that receives one or more "F's" as a 6 week grade will be placed on probation for the remainder of the grading period (trimester). The student and parent will be notified of the student's placement on academic probation. These students will initially be ineligible for a period of one week or one event whichever is longer. The students eligibility status will be determined on a weekly basis for the remainder of the grading period (trimester). Students must be passing all classes on a weekly basis to participate in contests. Students must demonstrate satisfactory progress by completing an Academic Progress Form showing no failing marks in the current trimester to regain eligibility. The form is found in the Activities Office. It is to be completed the school day prior to regaining eligibility and must be signed by all of the student's teachers. Students with a D will be notified as a reminder to continue to stay on track to pass their class.

12 Week Grading Period

Students who receive a grade of "F" as a trimester grade will be placed on academic probation for the entirety of the next grading period (trimester). The student and parents will be notified of the student's placement on academic probation. These students will initially be ineligible for a period of one week or one event whichever is greater. The students eligibility status will be determined on a weekly basis for the

remainder of the grading period (trimester). Students must demonstrate satisfactory progress by completing an Academic Progress Form showing no failing marks in the current trimester to regain eligibility. The form is found in the Activities Office. It is to be completed the school day prior to regaining eligibility and must be signed by all of the student's teachers. A student who passes all of his or her classes at the end of this term will no longer be on academic probation.

End of 3rd Trimester Policy

Any student that receives an "F" at the end of trimester 3 the student and parents will be notified and the student will be on academic probation in the fall and subject to the guidelines of the 12 Week Grading Period. The student's eligibility status will be determined on a weekly basis for the remainder of the trimester one grading period. Students must demonstrate satisfactory progress by completing an Academic Progress Form showing no failing marks in the current trimester to regain eligibility. The form is found in the Activities Office or online on Hutchinson Activities Web Page. It is to be completed the school day prior to regaining eligibility and must be signed by all of the student's teachers. If the student passes all classes at the end of the grading period, he or she shall be removed from academic probation. Any student successfully completing summer school to recover the credit will not be placed on academic probation to start the fall season.

4. A grading committee consisting of the Principal, Coach, Assistant Principal and Activities Director shall have the authority to review and rule on the eligibility of students with special or unusual circumstances.

5. Ineligible students are not allowed to dress or participate in any contests but are allowed to attend practices during the period of ineligibility.

6. All Student participants must be "on-track" to graduate from Hutchinson High School to participate in an activity, as per MSHSL guidelines and HHS Scholastic Grading Policy. Any required class that a student fails they must recover that credit to be eligible for the next school year. For a student to be eligible to participate on a MSHSL high school interscholastic team, he/she must be making Satisfactory Academic Progress towards the school's requirements for graduation and/or maintaining Current Academic Progress. HHS has expanded this requirement to include involvement in all co- and extracurricular activities.

ACTIVITIES SUPPORTED

EXTRA- and CO-CURRICULAR ACTIVITIES BY SEASON

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

OTHER ORGANIZATIONS (Lettering):

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

OTHER ORGANIZATIONS (Participation):

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

CHEMICAL ELIGIBILITY

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

First Offense:

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

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

Second Offense:

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

School sponsored activities: Students will not participate in any non-classroom activity or meeting for six (6) weeks.

Third Offense:

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

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

LEADERSHIP ELIGIBILITY

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

SCHOOL ATTENDANCE

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

- A student may not participate in any activity or program if he/she has an unexcused absence from any class period during the day.
- School-initiated absences (i.e. field trips) will be accepted and participation permitted.
- Medical appointments are exempted.
- Principal-approved absences are also exempted.

- If a student is suspended from any class, he/she may not participate in any activity or program that day.
- Any student who is ill during the school day may not participate in after-school activities for that day.

STUDENT ACTIVITY FEES

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

STUDENT / FAN BEHAVIOR EXPECTATIONS

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

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

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

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

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

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

HEALTH AND SAFETY

ACCIDENTS

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

EYE PROTECTION

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

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

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

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

HEALTH OFFICE

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

Health Service Coordinator:

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

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

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

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

- Prescription medications must be in the original pharmacy container and labeled with the student's name and correct dosage. The physician and parent must complete the medication form before prescription medications will be administered.
- Non-prescription medication: A student may use nonprescription pain relief in a manner consistent with the labeling, if ISD 423 has received written authorization from the student's parent or guardian.

- A parent/guardian must bring all medications to the health office. Students are not allowed to carry medications. Allergy medications and inhalers may be carried and self-administered by the student if the physician, parent and LSN agree to this plan.

Screenings:

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

Immunizations:

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

Student Health Information Forms:

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

Student Health Insurance:

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

Health Conditions:

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

SUICIDE PREVENTION/MENTAL HEALTH CRISIS RESOURCES

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist.

McLeod County Resources:

- Call **CRISIS from a mobile phone or from a land line, call your county crisis team.
- Call the McLeod Mental Health Crisis Line at (320) 864-2713
- Help by text is also available, 24/7. Text MN to 741741.
- National Suicide Prevention Lifeline at 1-800-273-TALK (8255)
- SAMHSA Disaster Distress Helpline at 1-800-985-5990
- Peer Support Connection Warmlines: Peer to peer telephone support line that’s safe and supportive. Hours: 5 p.m. to 9 a.m. Phone: 844-739-6369
- Hutchinson Health Mental Health Line (320) 484-4585 or via telehealth services
- Mental Health & Substance Use Disorder Resources. <https://fasttrackermn.org>

RULES AND DISCIPLINE

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

Purpose:

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

General Statement of Policy:

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

policy, apply those appropriate best practices throughout the school district, and foster student, parent, and community participation.

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

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

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

DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the

Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

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

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

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

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

General Statement of Policy:

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use or to possess alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, including edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.

- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

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

Purpose:

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

General Statement of Policy:

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threaten to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school district personnel or group of students, teachers, administrators or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel found to have violated this policy.

HAZING ([District Policy 526](#))

Purpose:

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

General Statement of Policy:

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

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

Purpose:

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

General Statement of Policy:

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

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

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

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

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

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

Purpose:

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

General Statement of Policy:

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district or person smokes or uses tobacco, tobacco related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is

present. This prohibition includes all school district property and all off campus - events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco related device, or electronic delivery 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 and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off campus events sponsored by the school district.

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

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

Purpose:

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

General Statement of Policy:

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