

# TRI-CITY UNITED HIGH SCHOOL TITANS



## 2022 – 2023 STUDENT HANDBOOK

*INDEPENDENT SCHOOL DISTRICT #2905*  
TRI-CITY UNITED HIGH SCHOOL  
700 4<sup>th</sup> Street NW  
Montgomery, Minnesota 56069  
<http://www.tcu2905.us>

507.364.8111 – High School Office & Attendance Phone Line  
507.364.8112 – TCU HS Counseling Office  
507.364.8118 -- TCU HS Activities Office  
507.364.8410 – TCU HS Fax  
507.364.8104 -- Palmer Bus Service  
507.364.8107 -- TCU Community Education

# Tri-City United High School & the MSHSL "Student Code of Responsibility/Conduct"

- I respect the rights & beliefs of others & will treat them with courtesy, respect & consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others, including that of the school.
- I will respect & obey the rules of my school & 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.

**Tri-City United High School believes in & promotes our "Titan Pride" initiative throughout our school and our communities. Titan Pride is a positive, behavioral intervention program that not only teaches and portrays positive interventions by school staff, but also looks to build leadership throughout our High School student body.**

#### **\*\*\*\* STUDENTS in GOOD STANDING \*\*\*\***

A "student in good standing" maintains passing grades & class membership, is respectful to TCU students & staff; obeys the rules & policies of our school: follows MSHSL guidelines and rules; & obeys the laws of the community, state, & country. A student who loses his/her status shall be excluded from participation in extracurricular activities as well as other school activities that take place outside of the school day. Students who violate this & the MSHSL/ISD #2905 chemical & tobacco/vape use policies are subject to discipline via the MSHSL regulations. Those students not involved in an activity, shall be disciplined via school policy by the administration. In order to be a finalist candidate for the Homecoming or SnoWeek Court or elected/appointed to a student leadership position (class officer, team captain, editor, &/or officer in a student group) a student must be in "good standing".

#### **Introduction Letter to Tri-City United High School Students**

Tri-City United High School welcomes you to the 2022-2023 school year. The faculty and staff hope that this year will be a year of personal growth and success. As in the past, this handbook is to help students and parents/guardians become familiar with the procedures and regulations that govern our school. It is necessary that you take the time to familiarize yourself with the policies and procedures of Tri-City United High School. If you have any questions about the information in this handbook, feel free to talk to anyone of us at TCU HS. This handbook has been updated so please take the time to read it thoroughly.

We are excited about the opportunities that lie ahead for the high school students of Le Center, Lonsdale and Montgomery as we embark on our 11th year as a high school in this outstanding school district. We look forward to a rewarding year working with staff, students, parents/guardians and members of all of our communities. We have many things to be proud of as a school community, and we are excited about the opportunities that lie before us in 2022-23 and beyond.

Student success and safety is our highest priority and we feel that this handbook provides resources for students and parents/guardians that will ensure that these priorities are held in high regard. Students, the staff here at Tri-City United High School will expect you to work hard in all areas of your high school career. We challenge you individually to meet those expectations within. How hard you work is a reflection of who you are ... don't be afraid to meet and then exceed this challenge.

Again, we look forward to working with you as we begin a new school year in our beautiful high school. We wish all students success, and hope that students will reflect back on their years at Tri-City United High School with fondness and incredible memories.

Sincerely,

Mr. Alan R. Fitterer, TCU HS Principal

Mr. David Ruehs, TCU HS Assistant Principal

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## **PART I - GENERAL INFORMATION**

### **BUILDING INFORMATION**

- Unless under direct supervision of staff, it is expected that no students shall be in the school before 7:20 AM and that all students not involved in after school activities/programs will leave the building by 3:10 PM.
- Five minutes are allowed to go to the next class. Students must be in their assigned seats when the tone sounds to signal the start of class.
- Passing between classes must be orderly. No running, loud shouting, or horseplay allowed.
- At the end of the class period, students are to wait to be dismissed by the teacher before leaving their seats. Lining up by the classroom door before the tone sounds is unacceptable.
- Help keep our school neat by using the recycling and waste/garbage containers that are provided in the classrooms, in the hallways, and in the Commons. Recycle and reuse all that you can. Recycling at TCU HS is all 'co-mingled' ... meaning that paper, cardboard, spiral notebooks, 3-ring binders, cans, bottles, etc. can all be mixed together in the blue standing or yellow-topped green rolling bins. Students and staff: please do your part.
- Unless it is an emergency, the classroom teacher has the right to keep students in class and does not have to honor a pass to leave the room.
- Skateboards, in-line skates and skate shoes are not allowed in the building, nor are they to be used on school district property, unless a student is using one of these as a way to get to & from school.

### **CLASS HOUR SCHEDULE:**

Daily Warning Bell.....	7:45 AM
1 <sup>st</sup> Period.....	7:50 – 8:36 AM
2 <sup>nd</sup> Period (announcements).....	8:41 – 9:29 AM
3 <sup>rd</sup> Period.....	9:34 – 10:20 AM
4 <sup>th</sup> Period.....	10:25 – 11:11 AM
5 <sup>th</sup> Period & Lunch.....	11:16 – 12:28 PM
Lunch A.....	11:13 – 11:38 AM
Lunch B:.....	11:38 – 12:03 PM
Lunch C:.....	12:03 – 12:28 PM
Titan Time.....	12:33 – 1:03 PM
6 <sup>th</sup> Period.....	1:08 – 1:54 PM
7 <sup>th</sup> Period.....	1:59 – 2:45 PM

### ***2-HOUR LATE START (weather related)***

School buses will be running 2 hours later than normal pick-up times & classes will start at 9:50 AM. Students will attend all 7 class periods on a shortened day schedule with no Advisory\*\*\* ***Sending students to school for weather related late starts is at the parent's/guardian's discretion. A student's attendance will not be affected due to this as long as the school office is notified by the parent/guardian.***

### ***2-HOUR PLANNED EARLY OUT SCHEDULED (held most months per District calendar)***

TCU HS will dismiss at 12:45 PM, a shortened day schedule will allow for 7 class periods with no Advisory.

***GRADE LEVEL ADVISORY & TITAN TIME*** is a half-hour of time after lunch built into the regularly scheduled school day for a multitude of different focuses and activities to take.

- Usually Mondays & Fridays are **Grade Level Advisory days** where each Titan is assigned to the same teacher advisor for his/her 4 years in high school. During GLA there is group/community building taking place, get to know you games & activities, competitions between GLA's, ACT Prep, assemblies, our Talent Show, Homecoming & Snow Week activities & pep-fests, service projects, and fun happening.
- Usually Tuesdays through Thursdays **Titan Time** takes place where Titans sign-up electronically for specific learning activities in teachers' classrooms. This is a time for academic interventions to occur, to receive 1-on-1 help from a teacher in a course that one is struggling in or is behind in, a chance to make-up a test or quiz, complete missing assignments/homework, & take part in an enrichment activity (if interventions are not needed & one's assignments are complete & turned in).

**COMPLAINTS**

Students, parents/guardians, employees or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district’s response to the complaint.

**EIGHTEEN-YEAR-OLD STUDENTS**

All students, regardless of age, are governed by the same rules provided in school district policy.

**EMPLOYEE DIRECTORY** -- Available online at: <http://www.tcu2905.us>

**BOARD OF EDUCATION**

Ms. Marsha Franek.....	Chairperson
Mr. Kevin Huber.....	Vice Chairperson
Mr. Chris Vlasak.....	Clerk
Mr. Dale Buss.....	Treasurer
Mr. Josh Beulke.....	Director
Ms. Cynthia Flicek.....	Director
Mr. Trevor Houn.....	Director

**ADMINISTRATORS**

Mr. Kevin Babcock.....	Superintendent of Schools
Mr. Alan R. Fitterer.....	High School Principal
Mr. David Ruehs.....	9-12 Assistant Principal
Mr. Chad Johnson.....	7-12 Activities Director
Mr. Jeff Eppen.....	K-8 Principal, TCU Le Center
Mr. Anthony (Tony) Johnson.....	K-6 Principal, TCU Lonsdale
Ms. Lisa Manders.....	K-8 Principal, TCU Montgomery
Ms. Abby Brockway.....	K-8 Dean TCU Montgomery
Ms. Shelli Vollbrecht.....	K-12 Special Education Coordinator
Mr. Layne Wilbright.....	Community Education Director

**CONTACTING A TEACHER**

If you are in need of contacting a teacher, please phone the teacher directly (teachers' phones are set to voicemail during the school day so the educational & learning process is not disrupted) or you may also email the teacher. All teachers’ numbers & email addresses are listed on the school website.

**EMPLOYMENT BACKGROUND CHECKS**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is involved. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, directors and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors and student employees.

**EQUAL ACCESS TO SCHOOL FACILITIES**

The school district has created a limited open forum for secondary students to conduct non-curriculum related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY POLICY**

The educational program of Tri-City United Independent School District #2905 has sought to provide equal educational opportunities for all. Tri-City United School District #2905, in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of sex, race, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status or disability in the following areas: access to course offerings, curricular materials, counseling practices, extracurricular activities, use of school facilities or employment practices. This policy supports the district's good faith efforts to comply with Title IX of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Inquiries regarding compliance with this policy may be directed to the Superintendent at Tri-City United School District #2905, 101 2nd St NE, Montgomery, Minnesota 56069, telephone number (507) 364-8100 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. Any student, who feels he/she has been discriminated on the basis of sex by the school district or its employee, may file a formal complaint to the building principal. Forms for this complaint may be obtained in the district office.

## **FEES**

Materials that are part of the basic educational program are provided with state, federal and local funds at no charge to a student. Students are expected to provide their own writing utensils, calculators, paper, folders, and notebooks.

Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- \* Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- \* Security deposits for the return of materials, supplies or equipment.
- \* Field trips considered supplementary to the district's educational program.
- \* Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- \* Voluntarily purchased student health and accident insurance.
- \* Use of musical instruments owned or rented by the school district.
- \* A school district sponsored driver or motorcycle education training course.
- \* Transportation to and from school for students living within two miles of school.
- \* Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- \* Class dues are set at \$15 & Planner fee is \$5

The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal. Students will be charged for textbooks, workbooks and media center books, materials and equipment that are lost, damaged or destroyed, this also includes damaged uniforms, chromebooks, and/or lost/damaged charging cords.

## **FUNDRAISING**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Activities Director; or has been School Board approved the previous spring for the following school year. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

## **GIFTS TO EMPLOYEES**

Employees are not allowed to solicit, accept or receive a gift from a student, parent/guardian or other individual or organization of greater than nominal value. Parents/guardians and/or students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **GRADUATION CEREMONY GUIDELINES**

Student participation in the graduation ceremony is a privilege, not a right. Only those students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline (Please see the graduation requirements section in the handbook for more information on eligibility.) Graduation exercises are under the control and direction of the building principal. Students must wear appropriate dress clothing in order to take part in the ceremony. This includes shoes, dress pants or skirts/dresses, along with collared shirt/dress shirts/blouses. Males are encouraged to wear ties to the ceremony.



Students involved in a **Post-Secondary Enrollment Options program (PSEO)**, who are making satisfactory progress toward graduation requirements will be allowed to participate in graduation, but their diplomas will be held until all work is complete & verified by the counselor and principal.

Honor graduates & their status will be recognized after completion of the fourth quarter grading period. Honor students will be recognized for a cumulative Grade Point Average (GPA) of 3.50 or higher.

Honors: cumulative GPA of 3.50 to 3.66

High Honors: cumulative GPA of 3.67 to 3.79

Highest Honors: cumulative GPA of 3.80 to 4.00 and above

**Tri-City United High School and Minnesota State High School League Policy states:**

“Any time during the calendar year, regardless of the quantity, a student shall not use or consume or have in possession a beverage containing alcohol; use tobacco; or use of or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug.”

Students who appear to be under the influence of alcohol or other illegal substance, as determined by school officials, will not be allowed to walk through the graduation ceremony.

The senior class advisor(s) will work in coordination with the school administration in setting up the program for graduation.

**Senior Class Video:** If there is a senior class video, the senior class video **MUST** be completed by May 1st and given to, viewed, and approved by the building principal or designee.

**HOLIDAY CELEBRATIONS AND PARTIES**

Major holidays may be observed by the school. Students may dress up for Halloween if they so choose, but masks or hoods that cover the student's face will not be allowed. Costumes need to abide by the student dress code and no weapons of any kind (real, fake, or lookalikes) are allowed.

**INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees and/or agents, except as provided by law and/or school policy.

**LUNCH**

	<b>PreK</b>	<b>KG</b>	<b>1-6</b>	<b>7-12</b>	<b>Adult</b>
<b>Breakfast</b>	\$1.65	\$0	\$1.65	\$1.65	\$2.10
<b>Lunch</b>	\$2.80	\$2.80	\$2.80	\$3.00	\$4.35
<b>Milk</b>	\$.50	\$.50	\$.50	\$.50	\$.50

Student meals will no longer be free for all. Free & reduced meals will be based upon eligibility and only if a family has a submitted and approved FRP application. FRP applications must be submitted annually. Free & reduced price meal applications impact funding for all students. We ask that all families complete an application. **Contact the school office (507-364-8111) to receive a form.**

Occasionally parents/guardians like to come and eat lunch with their children. Please check in at the office and pay for your lunch at that time.

Our lunch policy also states that students will receive a sandwich and carton of milk if their lunch account is consistently at a negative balance. Parents/guardians will be contacted by letter, e-mail, or phone to be notified of delinquent lunch balance before this policy is initiated.

**LUNCH -- CLOSED CAMPUS**

All students will be assigned to one of the three 25-minute lunch sessions for lunch. All students are urged to eat a nutritious meal: either the school hot lunch, through ala carte, or by bringing one's own sack lunch. Students are not allowed to call a vendor to order food to be delivered to the school (ie. Pizza). 9th through 12th grade students may not leave the building during lunch. Violation of the lunch policy will result in a consequence of detention or suspension.

Good citizenship and proper etiquette are to be shown in the lunch line & in the Commons while eating.

**\*\*\* PROCEDURES FOR NOTIFYING FAMILY OF LUNCH ACCOUNT STATUS**

- A. The parent/guardian will be notified when the family account is at \$10.00 or less.
- B. The method for notifying the parent/guardian of all students will be an automated email to the parent/guardian.
- C. Families using non-sufficient fund checks to replenish their lunch accounts will be charged \$15.00 for collection charges.
- D. Assistance from County Social Services may be requested by the school district for possible neglect when the above procedures are unsuccessful.

The complete Food Service Management Policy is available in the district office.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**MEDIA CENTER -- RULES AND PROCEDURES**

The media center is open 7:30 AM until 3:00 PM daily. When a supervisor is present and permission has been granted, students may use the media center during the school day, at lunch, during a study hall, and/or before and after school.

***Tri- City United High School Media Center Rules and Procedures:***

- Maintain reasonable quiet so that it will permit everyone in the room to work undisturbed.
- Keep the media center, tables, chairs, technology devices, books and all materials clean and neat.
- Have all materials you take from the media center charged to your name. Return books promptly; many others may be waiting for the book that you have. The media center lends books; you borrow them. They are not your property "for keeps." Check the due date slip so that you may return the book(s) on time.
- Cutting or tearing pages from media center books shows a serious lack of consideration for and respect toward others, not to mention the item itself.
- All books except "Reserve" books and certain reference books may be checked out for a period of two weeks with the privilege of one renewal for an additional two weeks if no one else is waiting for the book. Reference books may be signed out on an overnight basis, but must be returned the next morning. Any student who does not return reference books promptly will lose the privilege.
- If media center materials become overdue, a reminder sheet of overdue materials will be shared with students. No fines are charged, except for materials that are damaged. If materials are lost, the original cost of the materials must be paid. The price can be obtained from media center staff.
- Place all returned books in the book return at the circulation desk.
- After having used the magazines and/or newspapers, please return them to their proper places.
- When you leave the media center, please push your chair up to the table.

**NONDISCRIMINATION**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age in its programs and activities. The school board has designated the Superintendent at Tri-City United School District #2905, 101 2nd Street NE, Montgomery, Minnesota 56069, telephone number (507) 364-8100 as the district's human rights officer to handle inquiries regarding nondiscrimination.

**NOTICE OF VIOLENT BEHAVIOR BY STUDENTS**

The school district will give notice to teachers, and other appropriate school district staff, before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent/guardian that the notice will be given. The student's parents/guardians have the right to review & challenge their child's records, including data documenting the history of violent behavior.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held during Fall and Spring Semesters. For more information, view the district calendar on the website or contact the building principal.

### **PARENT/GUARDIAN VOLUNTEERS**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, in a school and/or in a classroom, parents/guardians should speak to the classroom teachers or building principal. Parents/guardians who visit the school must sign in and receive a visitor pass to be worn in the office before entering a classroom.

### **PLEDGE OF ALLEGIANCE**

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times per week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so and may sit in silence while the Pledge of Allegiance is being recited. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

### **PROCEDURE FOR REPORTING MALTREATMENT OF MINORS**

As required by state law, all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused shall immediately be reported to the local social service agency of residence.

### **SCHOOL ACTIVITIES/SOCIAL EVENTS**

All social activities should be sponsored for a specific purpose. All parties and events must be approved by the advisor and principal and must be properly chaperoned. All dances or school-sponsored parties held on a non-school night must end by 12:00 AM. School activities during the school week, such as play rehearsal, must end by 10:00 PM or earlier. No activities may be held without proper supervision. All parties and dances will be "closed door"; meaning once a student (or student's guest) has entered, he/she may not leave and reenter. ***This "closed door" policy is also in effect for students attending Titan varsity football games.*** Please see the following dance/guest policy.

#### ***\*\*\* TRI-CITY UNITED HIGH SCHOOL DANCE GUEST POLICY***

Below are guidelines specifically regarding who may attend dances and any restrictions that apply to guests and grade levels. This policy applies to all dances, including Prom.

- A. High school dances are open to Tri-City United students in grades 9 through 12 and their properly approved guests, unless designated as a "grade(s) specific" dance. TCU alumni age 20 or under are welcome to attend.
- B. Guests must be registered through the dance form by a Tri-City United HS student in the high school office by noon on the school day prior to the dance. Only one guest is permitted per TCU HS student & this guest must be a high school student; the guest is subject to the approval of administration **and must be cleared by their home school**. The guest must accompany the TCU HS student to the dance.
- C. All participants are expected to honor the same social standards and school regulations as required during the school day.
- D. Tri-City United students are responsible for the behavior and/or actions of their guest.
- E. Guests who cause problems will be excluded from all future dances with the Tri-City United HS student being excluded from the next dance.
- F. Students who leave, or are removed from a dance/party, do not receive an admission refund. Those who leave will not be permitted to return to the dance/party.
- G. Students who are excluded from the school day due to sickness, suspension or removal are not eligible to attend a school dance occurring that night.
- H. ***Prom regulation only:*** Only Tri-City United students in grades 10-12 may attend Prom as long as they are in good standing. Students in grade 9 are not allowed to attend Prom. All non-TCU HS Prom guests must be age 20 or less and at least in grade 10 with the same dance policy rules above applying. 10th Grade students need to be the date of a junior or senior to attend Prom.

### **ATHLETIC, FINE ARTS, & STUDENT ACTIVITIES ELIGIBILITY REGULATIONS & POLICIES**

#### **A. BEHAVIOR**

1. Students are to remain in the proper location while the contest is in progress.
2. Running in the halls; hanging out in or being found in HS locker banks/classrooms/hallways; or horseplay will not be permitted. Students in violation of rules will be asked to leave the event
3. All students are expected to be good sports fans ... win or lose. Help cheer loud & proud for our Titans.
4. When we are the visiting team, all students should behave their best. You are representatives of Tri-City United High School where a high level of sportsmanship and quality behavior is the expectation without question.

#### B. **SCHOOL ATTENDANCE**

All participants must be in attendance a **full day** of school to be eligible to participate or practice in an activity during that day. JMC Attendance will be used to verify your attendance daily. The following exceptions to this rule are:

1. Prior approval from the principal or designee; or
2. Emergency absences.

The principal or designee will determine whether or not the student is excused. If a student has missed part or all of the school day and still participates in practice or an event, and later it is found that the student participated, that student will:

1. If participated in a practice, she/he will miss the next practice or event, whichever comes first.
2. If they participated in an event, she/he will miss the next event.

#### C. **ACADEMIC ELIGIBILITY & Participation Fees:** Refer to the 2022-2023 TCU HS Activities Handbook or our TCU website <tcu2905.us>

#### D. **GENERAL ASSEMBLIES IN GYM**

Assemblies, whether for entertainment or otherwise, are held for the benefit of students, and when they fail to fulfill that purpose, remedial action will be taken. Each student contributes much to the success of assembly programs by:

1. Being on time and taking assigned seats promptly.
2. Showing appreciation and consideration by being attentive.
3. Applauding with vigor and pep, not with prolonged applause, whistling, stomping, or other rowdy behavior.
4. Remembering that discourtesy on the part of even one student reflects negatively on the entire student body. (Students who are discourteous or disruptive may not be allowed to attend future assemblies and may be subject to behavioral consequences for their actions.)

#### E. **SCHOOL SONG:** Can be found in our athletic program and is hanging up in the gym on the wall.

#### **SCHOOL CLOSING**

When buses are not to be sent out or are to be sent home early, parents/guardians will be notified via **JMC**. An automated phone call will be made to the emergency numbers parents/guardians have provided to the office. Closings, early dismissals and late starts will also be broadcast over local radio and television stations. **A parent/guardian who decides to not have his/her student attend school due to poor road conditions or weather related late starts is at the parent's/guardian's discretion. A student's attendance will not be affected due to this.**

#### **SEARCHES & CONTRABAND**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers or vehicles parked on school property. **"Contraband"** means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition and/or evidence. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. ***\*\*\*If a student discovers in his/her possession what would be considered a weapon by policy (a pocket knife, a gun for hunting, etc.) on one's way to school (while riding the bus, driving onto school property, etc.), the student should immediately inform the bus driver (if riding the bus) or come to the office and inform an administrator (if walking or driving a personal vehicle to school). In most cases the "weapon" will be turned over to the administrator. If the student does this immediately, then no consequences will be enforced against the student.***

Such items as fireworks; lighters of any kind; paintballs & paintball guns; squirt guns; knives of any kind; laser pointers/pens; inappropriate media (pictures, magazines, items displaying the Confederate flag or other racial symbols/innuendos, etc.); incense; etc. are all contraband & are **NOT** allowed in school, on school property/grounds, at school activities, and/or on school buses. ***If a student inadvertently brings such an item(s) to school, the student needs to report directly to the HS office with the item & turn it over to appropriate staff. If this is done accordingly, no consequences will be considered.***

#### **\*\*\* LOCKERS AND LOCKS**

Hats, coats, books and materials relating to school are to be kept in the locker. Lockers should be kept tidy and clean at all times. TCU HS hallway lockers have built-in locks that are to be closed quietly and are not to be slammed shut.

Each physical education student and student athlete is issued a locker and a lock (\$5 replacement cost, if lost or not turned back into the PE teacher or athletic coach) in which to keep his/her clothes in. Upon completion of dressing before and after an activity, each student is responsible for caring for his or her own property. The locker room should be left clean and orderly. This applies to school sports too. When teams use locker rooms in another school, they should leave the room in the same way they would expect to find their own when used by visiting teams. You are not to enter anyone's locker, unless accompanied by a staff member. Each student is to only use the locker assigned to him/her. **All lockers are the property of the school district and are provided for your use by the school.** It should be used to house your textbooks and other school materials when they are not in use, and any coats or other outdoor garments.

Academic backpacks or book bags are allowed in the classroom and may also be kept in your locker during the day. Your locker is subject to periodic inspection for cleanliness, and **may be entered by the principal or his designee at any time that it might be suspected of containing alcohol, narcotics, tobacco, explosives or other items considered contraband or potentially harmful to other students, to the school building or may have been unlawfully obtained.** (Note: Unauthorized locks may have to be removed in such a manner as to destroy the lock. In this event, the school or its officials are not liable for the cost of that lock).

### **\*\*\* LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER OR DESK**

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

### **\*\*\* PERSONAL POSSESSIONS AND STUDENT'S PERSON**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### **\*\*\* VEHICLES ON CAMPUS**

- Patrols and Inspections: School officials may conduct routine patrols of student parking lots & other school district locations and routine inspections of the exterior of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- Search of the Interior of a Student's Motor Vehicle: The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule, and/or includes going to the parking lot during the day without permission from the office. The search will be reasonable in its scope & intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle, or its compartments under the student's control, upon the request of a school official.

## **STUDENT PUBLICATIONS AND MATERIALS**

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

### **A. DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy in **Appendix 2** in the back of this handbook.

### **B. SCHOOL-SPONSORED STUDENT PUBLICATIONS**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure

compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, on the district website or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

1. Is obscene to minors;
2. Is libelous or slanderous;
3. Advertises or promotes any product or service not permitted for minors by law;
4. Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
5. Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
6. Is distributed or displayed in violation of time, place and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style/content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

### **STUDENT RECORDS**

Student records are classified as public, private, or confidential. State & federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see **Appendix 3** in the back of this handbook.

### **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see **Appendix 4** in the back of this handbook.

### **STUDY HALL RULES**

When not in an assigned class, students are assigned to a study hall, where they may work on assignments. However, it is necessary that certain regulations be observed. These rules have one purpose only - that is, to secure, insofar as possible, equal opportunity for all students.

- All students are to be on time and seated when the study hall is scheduled to begin.
- As a matter of common courtesy, it is essential that everyone work as quietly as possible.
- If you wish to sign out from the study hall to see another teacher, it will be necessary to get a pass from that teacher in advance. Go directly to and from the place signed out to without stopping in the restroom or at your locker, etc. Anyone found roaming the halls, or at a place not signed out to, will receive a consequence and/or restrictions.
- Teachers will institute any rules or regulations necessary to create an atmosphere conducive to good study, work completion and to maintain an atmosphere of quality learning.
- Unless arrangements have been made to the contrary, students are to check back into study hall before the end of the period. Failure to check back in will result in loss of sign-out privileges for one week.
- Unless it is an emergency, the classroom teacher has the right to keep the student in the room for any academic or behavioral reasons.

### **TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school or who live near a Hazardous Roadway Designation. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

### ***\*\*\* EXTRACURRICULAR TRANSPORTATION***

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for student transportation to and from extracurricular activities and optional field trips at locations other than school.

## **VIDEO AND AUDIO RECORDING**

### **\*\*\* SCHOOL BUSES**

All school buses used by the district may be equipped for the placement & operation of video cameras. The school district or Palmer Bus Service will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a recording of the actions of student passengers as evidence in disciplinary actions from the student's misconduct on the bus.

### **\*\*\* PLACES OTHER THAN BUSES**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the Superintendent.

## **PART II — ACADEMICS AND COUNSELING**

The school counselor is available to see students. Set up an appointment through the Counseling Office Administrative Assistant. Counselors are here to assist students with school and personal problems, assist students with course and career choices, and help students work through peer issues. One of the main objectives of the program is to help each student learn more about himself/herself so that he/she may solve his/her own problems. The services provided through the counseling program are:

\* **Individual Counseling**: This service is completely confidential and should be your source of guidance, assistance and comfort through your high school years, but assessment and diagnosis is not done through a school counselor, but instead through the medical profession.

\* **Educational Planning**: Counselors will assist you with educational plans through high school and entrance into college, including credit checks to keep all informed of the student's progress towards graduation and a successful educational high school experience academically.

\* **Vocational Planning**: The counselors will make available information on the many hundreds of occupations, jobs, training requirements and opportunities in the world of work and armed forces.

\* **Testing Program**: The counselors will work with the District Testing Coordinator to set up and coordinate tests and student surveys of all sorts. These test results help teachers and students determine abilities, achievements and interests on which a sound educational program may be based. The test results are available for interpretation to the student through the counseling office.

There are resources in the guidance office waiting area that are available to the students at most times. All students are urged to make ready use of the materials, but keep in mind the facilities are to be used by all. Parents/guardians of students & students 18 years of age have free access to their educational records. All inquiries of this nature should be initiated in the counseling office.

## **ACADEMIC LETTERING**

An Academic Letter indicates that a student has dedicated him/herself to the rigor of academics. It indicates that a student has put forth the necessary effort and dedication that is required to be an outstanding student. Academic letters are given each semester for grades for 9-12.

### **Academic Lettering Requirements**

To receive an Academic Letter a student must have completed four semesters (need not be consecutive) of the following:

1. **Grade 9**
  - a. at least a 3.67 semester grade point average
  - b. no grade lower than a B-
  - c. must earn at least six (6) credits per semester
2. **Grade 10**
  - a. at least a 3.6 semester grade point average
  - b. no grade lower than a B-
  - c. must earn at least six (6) credits per semester
3. **Grade 11**
  - a. at least a 3.5 semester grade point average
  - b. no grade lower than a B-
  - c. must earn at least six (6) credits per semester
4. **Grade 12**
  - a. at least a 3.3 semester grade point average
  - b. no grade lower than a B-
  - c. must earn at least five (5) credits per semester

## **ACADEMIC STANDING**

\*\*\* **Honor Roll** will be based on a point system. Students' grade point average in academic classes will determine the honor roll. Honor roll will be released at the end of each semester. Students must carry 5 or more classes with letter grades to be listed on the Honor Roll.

Honor Roll students will be recognized in the following manner:

"4.0+" Honor Roll students will have straight A's in all of their classes;

"A" Honor Roll students will have a GPA of 3.67-3.99;

"B+" Honor Roll students will have a GPA of 3.33-3.66;

"B" Honor Roll students will have a GPA of 3.00-3.32.

<b>Grade point values:</b>	A 4.000	A- 3.667	B+ 3.333	B 3.000
	B- 2.667	C+ 2.333	C 2.000	C- 1.667
	D+ 1.333	D 1.000	D- 0.667	Fail/No Credit/WF "0"

A student with an "F" in any academic class will not be considered for the Honor Roll. The Honor Roll will be shared after the 10 school day "Incomplete" make-up time after the semester ends. Students who still have an incomplete grade at the time the report is released will not be considered. Students who are enrolled in PSEO courses and meet the point system requirements will qualify for the Honor Roll.

## \*\*\* **WEIGHTED GRADING FOR CONCURRENT ENROLLMENT COURSES**

TCU HS currently offers a number of classes in conjunction with the University of Minnesota-Twin Cities, Southwest Minnesota State University-Marshall, Minnesota State University Mankato, Normandale Community College, & South Central College. These classes are college level classes, which students can earn both high school & college credit for taking them. The academic rigor of these classes is higher than traditional high school classes. Students with 2 or more concurrent enrollment courses in a semester can schedule up to 2 study halls. A weighted grading system will be used:

**"Weighted" grade point values** (Concurrent Enrollment & Advanced Placement courses taught at TCU):

A 4.333	A- 4.000	B+ 3.667	B 3.333	B- 3.000
C+ 2.667	C 2.333	C- 2.000	D+ & below: no weighted grade	

\*Off campus PSEO course grades are not weighted.

## **ALTERNATIVE EDUCATIONAL OPPORTUNITIES**

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning options is available in the district office. Students and parents/guardians with questions about these programs should contact the counseling department.

## **CHEATING AND PLAGIARISM**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any assessment or assignment will be given a failing grade for that assessment or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy. A student who knowingly gave the assignment to be cheated from may also receive a zero for that assignment and/or face other disciplinary action.

**Plagiarism:** Practice of taking someone else's work or ideas and passing them off as one's own.

Types of cheating are as follows, but please know that this is not a comprehensive list as new ways and ideas are developed continuously. Examples include, but are not limited to:

- Cheat sheets
- Taking pictures and/or the sharing out on social media or by other means
- The unauthorized use of past tests, exams, assessments, &/or projects
- Electronic manipulation of work to claim as one's own material
- Accessing websites for information when taking an assessment when this is not allowed
- Unauthorized websites when testing on electronic devices

## **COLLEGE/UNIVERSITY VISITS**

Juniors are allowed 1 excused day for a college/university visit (1 day worth) to a campus during school hours. Seniors are allowed two such visits (2 days worth).



### **COURSE PROMOTION**

Students who are eligible to accelerate in their Tri-City United High School coursework:

- A. Must follow the test out procedure as outlined in the Tri-City United High School Course Registration Booklet.
- B. Students who are allowed to accelerate must earn a 90% on the summative exam/assessment, which is considered an A-.
- C. A student who accelerates in Math, English, Science, or Social Studies, due to the above mentioned test out procedure, will be allowed to take TCU High School CIS/CLEP courses in these subject areas.
- D. A student who accelerates in credits at Tri-City United High School will be allowed the opportunity to take PSEO classes potentially as a sophomore as allowed by the College or University (providing that the student can provide his/her own transportation).
- E. A student who accelerates & satisfactorily meets all credit requirements of TCU High School, will be allowed to graduate at that time without following the traditional graduation age model.

### **CREDIT FOR LEARNING**

The TCU school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or awards if a student has earned at least 6 credits from the TCU school district. See **TCU Board Policy 620** for more specific information related to this.

### **DROP/ADD OF A COURSE AND WITHDRAW/FAIL PROCEDURES**

A cooperative effort should be made by the student, parent(s)/guardian(s), and the school counselor to enroll in appropriate classes. In spite of this effort, it may be necessary for a student to drop or add a class after the start of a semester. See the school counselor for specifics. A student may drop/add a semester long course with written approval of a parent the week before a semester begins. **Year-long courses may only be dropped/added the week before the school year begins. A drop **after the semester begins** must be approved by the HS Principal with the dropped course resulting in a Withdraw/Fail (WF) grade on the student's transcript, which will count in a student's cumulative GPA. Students & parents/guardians will be notified electronically when schedules are available in JMC.**

### **EARLY GRADUATION**

Students may be considered for early graduation after completing conditions provided in district policy.

### **EXTENDED SCHOOL YEAR OPPORTUNITIES: STUDENTS WITH AN IEP**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free & appropriate public education. For information about this opportunity for students with an IEP, contact the Special Education Director.

### **FIELD TRIPS**

Field trips may be offered to supplement student learning. Field trips may be optional &, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, & require student participation. Some of the classes at Tri-City United High School will require students to travel during school hours from time to time. This may include walking trips done in the city of Montgomery, or bus trips to specific destinations within Montgomery or other locations not in Montgomery. Teachers will notify parents/guardians of their intention to take field trips. They will also be informed about the costs involved for the field trip.

- A field trip permission form that provides consent for your student to travel with their class in the event of a field trip will be included with the enrollment paperwork. If, for some reason, you do not wish to have your student participate, please indicate your wishes on that form.

### **GRADES**

#### **\*\*\* REPORT CARDS AND MIDTERM REPORTS**

Report cards will be issued at the end of each quarter & will be emailed and/or mailed to parents/guardians. Midterm grades will be sent out electronically or mailed to all parents/guardians and students following the midterm date. This is a warning that unless improvement is shown, a student will fail the course during that grading period if a fail grade was received at mid-quarter. A semester grade is made up of both quarter grades (each is worth 43% of the semester grade) and a Final Exam/Project/Assessment worth 14% of the semester grade. Semester grades are official and are put on the student's transcript. \* Academic Ineligibility starts the following Sunday after grades are due.

**\*\*\* INCOMPLETES**

An incomplete on your report card means that you have some work that has not been completed for the class. You must do the work in order to receive a grade. Incompletes must be taken care of within 10 school days after the end of the quarter. (Students do not get 10 days from the time report cards are handed out.) If the work is not made up within 10 school days, or if other arrangements have not been made with the teacher/counselor, missing assignments will be given a score of "0" and will affect the student's grade. If there are extenuating circumstances, please see your counselor. Incompletes for the 4th quarter must be made up by mid-June, unless other arrangements have been made.

**\*\*\* FAILURES**

Most failures are due to a lack of application and effort, not the lack of ability. Pupils can avoid failures by doing their work regularly and by getting their work in on time. Such students enjoy their work and the fruits of their success. A pupil owes it to him/herself & one's parents/guardians to try to do one's best in one's schoolwork. Failing a required course at semester's end will necessitate repeating the course or making it up in extended day and/or summer school. Even if a student is classified as a senior, it does not ensure one of automatic graduation.

**\*\*\* ONLINE COURSE POLICY/MAKE UP CREDIT POLICY**

Students may enroll in an online learning course up to the midpoint of the semester. The school district may waive this requirement for special circumstances and upon acceptance by the online provider. Students must download & complete an online course form found at the Minnesota Department of Education website.

**\*\*\* TESTING**

Tri-City United High School is dedicated to the education and preparation for all students. The Minnesota Comprehensive Assessments (MCA's), American College Test (ACT), Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT), the Accuplacer, and the Armed Services Vocational Ability Battery (ASVAB) are all made available for students.

**GRADING SCALE**

A-	89.5% to 91.4%	A	91.5% and above		
B-	79.5% to 81.4%	B	81.5% to 87.4%	B+	87.5% to 89.4%
C-	69.5% to 71.4%	C	71.5% to 77.4%	C+	77.5% to 79.4%
D-	59.5% to 61.4%	D	61.5% to 67.4%	D+	67.5% to 69.4%
F	59.4% and below				

**GRADUATION REQUIREMENTS**

**TO EARN A HIGH SCHOOL DIPLOMA:**

In order to walk in the graduation ceremony and receive a diploma, a student must have:

1. A minimum of 48 HS credits (**1 credit = semester course**) earned in grades 9, 10, 11, & 12.
2. Passed all academic requirements as set by the MN Department of Education and those established by our TCU Board of Education. To see the specific requirements for each graduating class, please view the TCU HS website at <https://www.tcu2905.us>

**\*\*\* SCHOOL DISTRICT REQUIRED AND ELECTIVE STANDARDS**

All students must satisfactorily complete the following school district required and elective standards:

- Students with an individualized education program (IEP), Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see a counselor.
- Tri-City United High School pupils will **be enrolled in six or seven classes**. Exceptions on an individual basis may be made for pupils to carry less than 6 classes as each situation warrants. The counseling department will process all requests to carry other than six/seven classes and will make recommendations to the high school principal.

**HOMEWORK**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their student(s) to complete homework thoroughly and promptly.

**INDEPENDENT STUDIES**

Independent Studies are approved on an individual basis for students in grades 11 or 12 and may be used when a course does not work in a student's schedule, the course could not be offered due to low registration numbers, and/or the student wants to take a course that is not offered in the TCU HS Course Registration

Guide. Past academic history, achievement, self-motivation, teacher agreement, & district finances all figure into the decision to approve or not approve a student for Independent Study.

### **NATIONAL HONOR SOCIETY (NHS) -- SELECTION**

Sophomore and Junior students are selected for the Tri-City United High School National Honor Society Chapter by being high achievers and outstanding young people in 4 criteria areas: **Academics (cumulative 3.50 GPA), Character, Student Leadership, and Service**. Selection for membership in the TCU HS NHS is the highest honor locally a student can earn and is done through the NHS Faculty Council. Students must be a "student in good standing" to be considered for membership and to remain a NHS member.

### **PARENT RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following: whether the teacher has met state qualifications & licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived; the baccalaureate degree major of the teacher & any other graduate certification or degree held by the teacher, & the field of discipline of the certification or degree; whether the student is provided services by paraprofessionals &, if so, their qualifications. Additionally, the school district will provide parents/guardians with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

### **RETENTION**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year (see credits earned scale below). In some cases retention of a student may be considered when professional staff & parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

Students in grades 9 – 12 will be promoted to and be classified in the next grade as follows:

To advance to Grade 10	10 credits earned in 9 <sup>th</sup> grade
To advance to Grade 11	21 credits earned total
To advance to Grade 12	32 credits earned total

### **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

11<sup>th</sup> & 12<sup>th</sup> grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all 10<sup>th</sup> & 11<sup>th</sup> grade students **by March 1**. Qualifying credits granted to a student through a PSEO course or program will be counted toward the graduation & credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the counselor **by May 30** for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact his/her school counselor. PSEO course grades are not weighted.

### **TARGETED SERVICES EXTENDED DAY OR SUMMER SCHOOL -- CREDIT RECOVERY**

The school district may provide an after school extended day program and/or summer school learning opportunities for credit recovery. For more information, contact the counseling department.

## **PART III — RULES AND DISCIPLINE**

### **ATTENDANCE**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers & students, & establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy in **Appendix 5**.

### **\*\*\* LEAVING DURING SCHOOL HOURS**

- Personal business such as hair appointments, haircuts, buying groceries, etc., is to be done before and after school hours.
- No student may leave school property during school hours, unless authorized by the Assistant Principal/designee with approval by parent/guardian. Students must check out through the office if they

need to leave the building during the school day. Leaving the school building without a pass will result in an **unexcused** absence for all classes missed.

- Students are **not** allowed to sit or be inside of a parked vehicle for any reason during the school day. Office permission must be obtained in order to go inside of a vehicle at any time during the school day; this includes the lunch period. Parking lots are monitored by electronic means. Vehicles may be searched by school officials when this rule is violated.
- Parental permission, by way of a phone call or note, will be required before a pupil may attend a funeral, wedding, mass, etc.
- Other necessary appointments, such as doctor, dentist, orthodontist, etc. should be done during a student's study hall, if at all possible, to avoid disruption of instruction time.

### **BULLYING PROHIBITION**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information regarding the school district's "Bullying Prohibition" policy, see **Appendix 6** in the back of this handbook.

### **BUS REGULATIONS – CONDUCT AND CONSEQUENCES (PALMER BUS SERVICE)**

**\*Please go to the TCU website for all policies, routes & bus riding registration forms.**

**\*\*\* Bus Transportation Safety Policy**

#### **Student Training**

The school district shall provide training to students in K-6 students(grades 7-10 if they didn't receive it in elementary school) regarding school bus safety. Upon completing the training, a student shall be able to demonstrate knowledge & understanding of the following requirements:

1. Transportation is a privilege, **not** a right.
2. District policies for student conduct & bus safety.
3. Appropriate conduct on the bus.
4. The danger zones surrounding a school bus.
5. Procedures for safely boarding & leaving a bus.
6. Procedures for safe vehicle lane crossing.
7. School bus evacuation & emergency procedures.

**Riding the bus is a privilege, not a right (M.S. 123.801).** Students are expected to follow the same behavioral standards while riding the bus as are expected on school property, at school activities or events. All school rules are in effect while a student is riding the bus or while at the bus stop.

**Consequences** for school bus/bus stop misconduct will be imposed by the Assistant Principal/designee. Serious misconduct will be reported to the Department of Public Safety & may be reported to local law enforcement.

#### **Rules at the Bus Stop:**

1. Get to your bus stop 5 minutes before pick up time. The driver will **not** wait for late students
2. Respect the property of others while waiting at your bus stop, including the land/homeowner.
3. Keep your arms, legs, & belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus. Wait until bus comes to a complete stop before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus (10 feet) where the driver can see you; never cross from behind the bus. Wait for the driver to signal to you to cross the street.
8. **No** fighting, harassment, bullying, intimidation, or horseplay.
9. **No** use or possession of alcohol, tobacco, drugs, weapons, or dangerous objects.
10. Form one line; no pushing or shoving.
11. Wait for the driver's signal to come in; come in one at a time.
12. Contraband **not** allowed in school, is **not** allowed on the bus either.

#### **Rules on the Bus:**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. **No** fighting, harassment, bully, intimidation, or horseplay.

7. Do not throw any objects in the bus or outside the window.
8. No use or possession of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Treat everybody with respect
12. Do not open or tamper with emergency exits.
13. No switching of seats while the bus is moving.
14. Open windows only when authorized by the driver.

**Consequences for Misconduct on the Bus:** Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents/guardians will be notified of any suspension of bus privileges.

**Consequences for Secondary Students (grades 7-12)**

- 1st offense: Written or verbal school warning
- 2nd offense: 1-3 day suspension from riding the bus.
- 3rd offense: 3-5 day suspension from riding the bus.
- 4th offense: 5-10 day suspension from riding the bus & a meeting with parent/guardian.
- 5th offense: Suspended from riding the bus for the remainder of the school year.

***\* Based on the severity of a student's conduct, more or less serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.***

\* Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid. Damages to property may also result in legal consequences.

**CELL PHONE/ELECTRONIC DEVICES**

Having a cell phone in your possession is a privilege at TCU HS. Students must adhere to the teachers' classroom expectations and guidelines in their specific classroom and learning spaces. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. After notifying parent/guardian for permission the search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Failure to follow these expectations will result in:

- **1<sup>st</sup> offense:** The staff member will have a conversation with the student about proper phone/electronic device use & may require the student to turn in the phone to the office for the rest of the school day. This will be documented as a "minor" offense in JMC as a discipline referral.
- **2<sup>nd</sup> offense:** After the second offense, the staff member may document this as a "major" offense in JMC, resulting in a conference with administration and the phone/electronic device will be checked into the high school office upon arrival each day for a period of 3 consecutive school days. The student will be able to retrieve it after school each day.
- **3<sup>rd</sup> offense:** After the third offense, the staff member may document this as a "major" offense in JMC, resulting in a conference with administration and the phone/electronic device will be checked into the high school office upon arrival each day for a period of 5 consecutive school days. The student will be able to retrieve it after school each day.
- **Subsequent offenses beyond 3:** After the 4<sup>th</sup> offense and subsequent offenses thereafter the phone/electronic device will be checked into the high school office upon arrival each day for a period of 10 consecutive school days & will continue to be checked in until a meeting can be held with student, parent, and principal/designee to discuss how the recurring issue can be resolved.

\*Refusal to give up one's cell phone is a violation & is considered insubordination & can result in a detention or suspension as well as the appropriate loss of cell phone length of time as indicated above.

## **DISCIPLINE**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete “Student Discipline and Behavior” policy in **Appendix 7** and the “Discipline Consequences” in **Appendix 11** in the back of this handbook.

## **DRESS AND APPEARANCE**

Students need to dress appropriately for school. Clothing that advertises any tobacco, alcohol, drugs, &/or drug paraphernalia is strictly **NOT** allowed. This includes caps, hats, & coats. This also includes clothing that advertises restaurants/bars/liquor stores. Clothing (or other items) that is sexually explicit or makes innuendos in wording or pictures, that is gang-related, or that displays racial slurs or symbols (swastika, Confederate flag, etc.) is **NOT** permitted or allowed on school property, including certain restaurant clothing items. Symbols or words on clothing items that are viewed as harassment towards someone or some group or infer racist views/messages may have law enforcement involvement.

- Provocative clothing, which in the opinion of a staff member or another student, that disrupts the teaching & learning process, is **NOT** to be worn to school or at/to school events/activities. Strapless dresses or tube tops are **NOT** allowed.
- Cleavage is **NOT** to be visible. Skirts, skorts, &/or short shorts **must** reach the tip of one’s middle fingers when arms & hands are stretched out to the sides of the body. Check this at home before coming to school. If this requirement **cannot** be met, the item is too short. “Biker” shorts underneath the skirt, etc. is acceptable as long as the “biker” shorts meet the tip-of-the-finger requirement.
- Students who follow the “4 B’s” will have very few issues concerning the Dress & Grooming Code – **no showing of the breasts, buttocks, bras/boxers/briefs, &/or bellies.**

Grooming that displays gang involvement or status, is **NOT** allowed. This includes “color” affiliation, the displaying of bandanas a certain way, shaving one’s eyebrows to reflect gang affiliation, etc. Chains that hang from clothing & jewelry (spiked jewelry, etc.) that can be viewed as a danger to others, shall **NOT** be worn and will be confiscated.

Hats, caps, visors, and bandanas are permitted in the building and can be worn as long as ears are visible so educators can see that earbuds/AirPods are not in the ears while instruction & assessments are happening. Hoodies do not meet this standard. The hat procedure may be reviewed and may/can change during the school year.

***Those wearing inappropriate clothing items will be told to change the clothing item, cover up/turn the item inside out, be given a t-shirt from the HS office to wear, will be sent home to change, &/or will be suspended. Repeat offenders will be suspended. Take the time to look at yourself in the mirror in the morning before coming to school.***

## **DRUG-FREE SCHOOL AND WORKPLACE**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is **not** violated when a person brings a controlled substance, which has a currently accepted medical treatment use, onto a school location for personal use, if the person has a physician’s prescription for the substance. Students who have prescriptions must comply with the school district’s “Student Medication” policy. The school district will provide an instructional program in every elementary, middle & secondary school on chemical abuse and the prevention of chemical dependency.

## **HARASSMENT AND VIOLENCE PROHIBITION**

The school district strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district’s “Harassment and Violence Prohibition” policy, see **Appendix 8**.

## **HAZING PROHIBITION**

Hazing is prohibited. No student will plan, direct, encourage, aid or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, see **Appendix 9**.

## **INTERNET ACCEPTABLE USE (TCU Board Policy 524)**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system & acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a) pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b) obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c) materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d) information or materials that could cause damage or danger of disruption to the educational process;
  - e) materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a) This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b) Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515-Protection and Privacy of Pupil Records; or
    - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515-Protection and Privacy of Pupil Records;.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c) These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as Facebook, Twitter, Instagram, Snapchat, etc.
  7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize work they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.



- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to appropriate school district officials. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

**VI. FILTER**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

**VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

**VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing the use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act)
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

**IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising

teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or non deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
  - a) Information stored on school district diskettes, hard drives, or servers.
  - b) Information retrieved through school district computers, networks, or online resources.
  - c) Personal property used to access school district computers, networks, or online resources.
  - d) Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406-Public and Private Personnel Data, and Policy 515-Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's 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.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

**XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

**XIII. IMPLEMENTATION; POLICY REVIEW**

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

### **PARKING ON SCHOOL PROPERTY**

#### **\*\*\* STUDENTS**

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only. For information, contact the building principal.
- Students are not permitted to use motor vehicles during the school day in any school district locations, unless an emergency occurs and permission has been granted to the student by the building principal.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner/operator.
- Students are expected to wear seat belts as the law requires.

#### **\*\*\* DRIVING OF A MOTOR VEHICLE TO SCHOOL**

Students enrolled in Tri-City United High School with a legal driver's license shall be permitted to drive motor vehicles to and from school and will be allowed to park in TCU HS parking lots as space allows.

- Students, staff and visitors are to park in the designated parking areas at TCU HS.
- Students driving vehicles to or from school are expected to observe safe rules of driving at all times.
- Students may not drive or ride in vehicles during school day, unless administrative permission is given.
- As with other district owned property, inspection of the parking lot may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students in the school parking lot (i.e. the car itself, the trunk or bags in the car or trunk) will be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
- Unauthorized vehicles may be subjected to being towed.

#### **\*\*\* VISITORS**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

### **TOBACCO-FREE SCHOOLS**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device (vape or paraphernalia) in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" policy, see **Appendix 10**. Contact the building principal if you have questions or wish to report violations.

### **VANDALISM**

Vandalism of any district property is prohibited. Violators will be disciplined, billed for the cost to fix or replace, & may be reported to law enforcement officials.

### **WEAPONS PROHIBITION**

No person will possess, use, or distribute a weapon when in a school location, except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon, or through its use, is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. See the "School Weapons" policy listed below.

**\*\*\* WEAPONS POLICY-Reference School Board Policy #501**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, 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.

**III. DEFINITIONS**

**A. "Weapon"**

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

**B. "School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

**C. "Possession"** means having a weapon on one's person or in an area subject to one's control in a school location.

**IV. EXCEPTIONS**

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

**B.** It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

1. active licensed peace officers;
2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
  - a) Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
  - b) Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is
    - (1) unloaded and in a gun case without any portion of the firearm exposed;
    - (2) unloaded and in the closed trunk; or
    - (3) a handgun carried in compliance with §§ 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;

- 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  - 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools While the school district does not allow possession, use or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- D. Firearms in School Parking Lots and Parking Facilities A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.
- V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**
- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
- 1. immediate out-of-school suspension;
  - 2. confiscation of the weapon;
  - 3. immediate notification of police;
  - 4. parent or guardian notification; and
  - 5. recommendation to the superintendent of dismissal for a period of time not to exceed one calendar year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one calendar year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **PART IV — HEALTH AND SAFETY**

### **ACCIDENTS**

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse/designee. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s). An Accident/Injury Form is filled out on each student accident.

### **AIR QUALITY/ASBESTOS MANAGEMENT**

#### **\*\*\* INDOOR AIR QUALITY (IAQ) ANNUAL NOTIFICATION – 2020-2021**

Tri-City United Public Schools ISD #2905, in coordination with the Minnesota Department of Education (MDE) and the Environmental Protection Agency (EPA), have developed an indoor air quality management plan. Throughout the upcoming year, ISD #2905 will continue to respond to IAQ concerns in a proactive manner to ensure the health and safety of students, staff and building visitors. If you have questions relating to IAQ or would like to review the district IAQ management plan, please feel free to contact the TCU Superintendent at 507.364.8100.

#### **\*\*\* ASBESTOS MANAGEMENT UPDATE – 2020-2021**

The school district has developed an asbestos management plan. A copy of this plan is available on the district's website & in the district office.

## **CRISIS MANAGEMENT**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents/guardians will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

## **EMERGENCY CONTACT INFORMATION**

In the event of a district emergency, district emergency management plans will dictate the methods in which parents/guardians are notified. We will work in partnership with law enforcement.

## **HEALTH INFORMATION**

### **\*\*\* FIRST AID**

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted, depending on the situation. The district has installed multiple automated external defibrillators (AEDs) in the 9-12 building in the Commons & other locations. Tampering with any AED is prohibited and may result in discipline.

### **\*\*\* COMMUNICABLE DISEASES**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings, as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **\*\*\* HEALTH SERVICE**

Students who become sick at school should report to the office. The district nurse/health aide when available, will assess the student's condition and will arrange for students who get sick at school to go home early, if necessary. A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Report absences to the **high school administrative assistant at 507.364.8111**.

### **\*\*\* IMMUNIZATIONS**

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the LPN for information or a copy of the schedule.

### **\*\*\* MEDICATIONS AT SCHOOL DURING THE SCHOOL DAY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of **prescription medication or drugs**, including **Over-the-Counter (OTC) medications**, at school requires a completed signed request from the student's parent/guardian. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent/guardian or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the

Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

#### **PESTICIDE APPLICATION NOTICE**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice **by September 15** (please call the District Office to see the notice) as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the district superintendent.

#### **SAFETY**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety. To discuss the school district's safety plan, please contact the district's superintendent.

#### **VISITORS IN DISTRICT BUILDINGS**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

- Students are not allowed to bring visitors to school without prior permission 24 hours in advance from the principal/ designee. The student visitor must have an academic focus in order to be approved.
- No unauthorized person or persons, without prior consent from the building principal or the superintendent, shall contact any school employee or student during the hours that the school buildings are open. Failure to comply with the board resolution shall result in immediate expulsion from the school premises and law enforcement shall be so notified.

## **APPENDICES**

### **1. MSBA POLICY CROSS REFERENCE TABLE**

<b><u>Topic:</u></b>	<b><u>Model Policy Number(s):</u></b>
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Alternative Educational Opportunities	605
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Bullying Prohibited	514
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Class Assignments	515
Complaints	103
Course Credits Required	604
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Crisis Management	806
Discipline	506
Drug Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
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Extended School Year	508
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Student Publications and Materials	505, 512
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Transportation of Public School Students	707, 709, 710
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Video and Audio Taping	711, 712
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### **2. DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

**I. PURPOSE:** 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.

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

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.



- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

### III. DEFINITIONS

- A. *“Distribute” or “Distribution”* means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. *“Non School-sponsored material” or “unofficial material”* includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers, whether written by students or employees or others, and tangible objects.
- C. *“Obscene to minors”* means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. *“Minor”* means any person under the age of eighteen (18).
- E. *“Material and substantial disruption”* of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.  
In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. *“School activities”* means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. *“Libelous”* is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

### IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  - 4. advertises or promotes any product or service not permitted to minors by law;
  - 5. advocates violence or other illegal conduct;
  - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religious or ethnic origin);
  - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation

and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  6. whether distribution would require that nonschool persons be present on the school grounds;
  7. whether the materials are a solicitation for goods or services not requested by the recipients.

#### **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No non school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors & entrance ways of the school, & school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

#### **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

#### **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's student discipline policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

### **3. STUDENT RECORDS**

The school district gives notice to parents/guardians and eligible students of their rights regarding student records. Parents/guardians and eligible students have the following rights:

- A. That a parent or eligible student has a right to inspect and review the student's education record. A parent or eligible student should submit to the school district a written request to inspect education

records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;

- B. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
- C. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
- D. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
- E. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Child Succeeds Act **and data regarding a student's history of violent behavior**, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- F. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

- 1. It classifies records as public, private or confidential.
- 2. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- 3. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- 4. It establishes procedures & regulations for access to & disclosure of education records.
- 5. It establishes procedures/regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

Pursuant to applicable law, Tri-City United Schools ISD #2905 gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

**“Directory information”** includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position or nationality.

The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.

Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent’s or eligible student’s prior written consent except to school officials as provided under federal law.

In order to make any or all of the directory information listed above “private” (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal **within thirty (30) days** after the date of the last publication of this notice. This written request must include the following information:

- Name of student and parent, as appropriate;
- Home address;
- School presently attended by student;
- Parent’s legal relationship to student, if applicable;
- Specific category or categories of directory information, which is not to be made public without the parent’s or eligible student’s prior written consent.

Pursuant to applicable law, Tri-City United Schools ISD #2905 gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, the building principal, by **September 15th** each year. This written request must include the following information:

- Name of student and parent, as appropriate;
- Home address;
- Student’s grade level;
- School presently attended by student;
- Parent’s legal relationship to student, if applicable;
- Specific category or categories of information, which are not to be released to military recruiters without prior consent;
- Specific category or categories of directory information, which are not to be released to the public, including military recruiters.

[Notice: Refusal to release the above information to military recruiting officers alone does not affect the school district’s release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the directory information section above also must be followed. If you do not want your child’s or eligible student’s directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.]

#### **4. STUDENT SURVEYS**

Independent School District No. 2905 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

Parents, eligible students and students are hereby informed that they have the following rights:

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. political affiliations or beliefs of the student or the student's parent;
  - 2. mental and psychological problems of the student or the student's family;
  - 3. sex behavior or attitudes;
  - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
  - 5. critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - 7. religious practices, affiliations, or beliefs of the student or the student's parent;
  - 8. or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
  - 1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
  - 2. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph I.B., above.
  - 3. Any non emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- D. This notice does not preempt applicable state law that may require parental notification.
- E. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes
- F. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- G. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
  - 1. Collection, disclosure, or use of personal info for marketing, sales, or other distribution.
  - 2. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
  - 3. Any non emergency, invasive physical examination or screening as described above.

[See consent/opt-out for specific activities attached hereto.]

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue SW  
 Washington, DC 20202-4605

The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Teachers or administration will provide a letter explaining the activity requiring parental notice as necessary throughout the school year.) If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal or superintendent. He or she will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

## **5. STUDENT ATTENDANCE**

### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

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

#### **A. Responsibilities**

1. *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.
  2. *Parent or Guardian's Responsibility* - It is the responsibility of the student's parent or guardian to ensure 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
  3. *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/guardian & the student to solve any attendance problems that may arise.
  4. *Administrator's Responsibility*
    - a. It is the administrator's responsibility to require students to attend all 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, to maintain accurate records on student attendance, and to generate 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.
    - b. 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.
- B. **Attendance Procedures** - Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.
1. **Excused Absences** – It is considered an absence if the student misses more than 10 minutes of class, Advisory, Titan Time, or Study Hall..
    - a. 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.
    - b. 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/relative.
      4. Medical, vision, dental, orthodontic treatment, or a 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. Official school field trip or other school-sponsored outing.
      9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
      10. Family emergencies.

11. Active duty in any military branch of the United States.
12. A student's condition that requires ongoing treatment for a mental health diagnosis.

c. **Consequences of Excused Absences**

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. A student is given 2 days for each excused absence to make up the work and/or tests missed. Any work not completed within this period shall result in "no credit" (0) for the missed assignment. However, the building principal may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
3. After the 7th day of excused absence of any kind (with the exception of school sponsored activities) over an 18 week period, a letter will be sent to the parents/guardians requesting a meeting to discuss attendance. The letter to parents/guardians will explain that future excused absences will be counted unexcused unless there is a doctor's note or other documentation justifying the absences.

2. **Unexcused Absences**

a. **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/guardian and/or the school district. An absence is considered unexcused (truant) if the student misses more than 10 minutes of class, advisory, Titan Time, or SH; and if there is no valid reason for that absence.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures. Students who leave school during the school day without permission from the HS office will automatically be considered unexcused. Parent's/guardian's telephone calls, written notes, or emails for an excused absence after the fact, or the following day, will not be accepted, which means that this absence(s) will stay as unexcused.
3. Work at home\*\*
4. Work at a business, except under a school-sponsored work release program.
5. Vacations with family. Prior notification to the school office is required. Effort should be made to limit family vacations to 5 school days or less.
6. Personal trips to schools or colleges, unless pre approved by school administration. Students must present a signed college visit form to the school office upon returning. Seniors may be excused up to 2 days and Juniors 1 day.
7. Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).
8. Oversleeping.
9. Any other absence not included under the attendance procedure set in the policy.

b. **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.
4. Students with unexcused absences may be subject to discipline in the following manner:
  - a. Starting with the 1st cumulated unexcused absence in a grading period, the student will not be allowed to make up work missed due to such absence.
  - b. Starting with the 2nd cumulated unexcused absence in a grading period, a student's parent or guardian will be notified by 1 st class and/or certified mail that his or her child is nearing a total of 3 unexcused absences. On the 3rd unexcused absence and thereafter, the student's grade will be reduced by one increment for each unexcused absence (i.e. B to B-).
  - c. After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
  - d. On the 8th accumulated unexcused absences in a grading period, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an

administrative conference must be held among the principal, student, and parent/guardian.

- e. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

### **3. Tardiness**

- a. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- b. Procedures for Reporting Tardiness
  1. Students tardy at the start of school must report to the school office for an admission slip.
  2. Tardiness between periods will be handled by the teacher.
- c. Excused Tardiness - Valid excuses for tardiness are:
  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/ relative.
  4. Medical, vision, dental, orthodontic, or mental health treatment.
  5. Court appearances occasioned by family or personal action.
  6. Physical emergency conditions such as fire, flood, storm, etc.
  7. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
- d. Unexcused Tardiness
  1. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
  2. Consequences of tardiness may include detention after any number of unexcused tardies at the discretion of the principal/assistant principal. In addition, 3 unexcused tardies in a class period is equivalent to an unexcused absence, which would count towards the total number of unexcused absences, which could result in a Grade Pending (GP) status at the end of the semester and could result in loss of credit towards graduation as No Credit (NC).

### **4. Participation in Extracurricular Activities & School Sponsored On-the-Job Training**

- a. This policy applies to all students involved in extracurricular activity scheduled either during/outside the school day & any school-sponsored on-the-job training programs.
- b. School-initiated absences will be accepted and participation permitted.
- c. A student may not participate in any activity or program if he or she has an absence from any class during the day. The administrator reserves the right to excuse absences in special circumstances.
- d. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- e. If a student is absent from school due to medical reasons, he or she must present a physician's statement clearing the student for participation that day. The note must be presented to the Activities Director and coach/advisor before the student participates in the activity or program.

**III. DISSEMINATION OF POLICY:** A summarized version of this policy shall be made available in the student handbook to all students and parents at the commencement of each school year. This policy in full shall also be available upon request in each principal's office.

### **IV. REQUIRED REPORTING**

- A. **Continuing Truant - Minn. Stat. § 260A.02** provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:
  1. Three days if the child is in elementary school; or
  2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.
- B. **Reporting Responsibility** - When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:
  1. That the child is truant;
  2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;



3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

**C. Habitual Truant**

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school, or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

**6. BULLYING PROHIBITION POLICY 514 (Full version of this policy is on school dist. website)**

**I. PURPOSE:** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior.

**II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of 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 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 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 positive behavioral interventions up to and including suspension and/or expulsion. 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 and/or termination of services and/or contracts.

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

**III. DEFINITIONS:** For purposes of this policy, the definitions included in this section apply.

- A. **“Bullying”** means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. **“Cyberbullying”** means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible, but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under MN common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

**IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school

district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations

#### **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

- VI. REPRISAL:** The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of

alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

#### **VII. TRAINING AND EDUCATION**

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

**VIII. NOTICE:** The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

#### **7. STUDENT BEHAVIOR AND DISCIPLINE POLICIES**

Every school must have rules and regulations, but no written rules and regulations can possibly cover all situations. It should be understood that it is not practical or necessary to attempt to put into this handbook all regulations. We are here primarily to get an education and to enjoy our school years in a fine, wholesome atmosphere. For example, the school has the right to expect students to be courteous, considerate of others, unprofane, clean, gentlemanly & ladylike. Most of these things are learned at an early age. If there are students who either haven't learned these common demands of society or tend to ignore them, it's mandatory for these students to learn these things quickly, for they will be held accountable regardless.

**I. 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.

#### **II. 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 the nurturance of the maturing process for 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 and 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.

#### **III. AREAS OF RESPONSIBILITY**

- A. The School Board - The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent - The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students & parents/guardians responsible for conforming to this policy, & support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines & directives for using the services of appropriate agencies for assisting students & parents. Any guidelines or directives established to implement

this policy shall be submitted to the school board for approval & shall be attached as an addendum to this policy.

- C. Principal - The school principal is given the responsibility & authority to formulate building rules & regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction & support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals & shall make use of those agencies appropriate for assisting students & parents.
- D. Teachers - All teachers shall be responsible for providing a well-planned teaching/ learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct.
- E. Other School District Personnel - All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent.
- F. Parents or Legal Guardians - Parents/guardians shall be held responsible for the behavior of their children as determined by law & community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students - All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members - Members of the community are expected to contribute to the establishment of an atmosphere in which rights & duties are effectively acknowledged & fulfilled.

**IV. STUDENT RIGHTS:** All students have the right to an education and the right to learn.

**V. STUDENT RESPONSIBILITIES: All students have the responsibility:**

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

**VI. CODE OF STUDENT CONDUCT**

The following 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 this policy. This policy 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 policy 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.

- A. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking an entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
- B. The use of profanity or obscene language, or the possession of obscene materials;
- C. Gambling, including, but not limited to, playing a game of chance for stakes;
- D. Hazing;

- E. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- F. Violent opposition to authority;
- G. Using, possessing or distributing tobacco or tobacco paraphernalia;
- H. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- I. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician;
- J. Using, possessing or distributing items or articles that are illegal or harmful to persons or property, including, but not limited to, drug paraphernalia;
- K. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
- L. Violation of the school district Weapons Policy;
- M. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- N. Possession, use or distribution of explosives, or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
- O. Possession, use or distribution of fireworks, or any substance or combination of substances, or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- P. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
- Q. Violation of any local, state or federal law as appropriate;
- R. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- S. Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios and phones, including picture phones;
- T. Violation of school bus or transportation rules or the school bus safety policy;
- U. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- V. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- W. Possession or distribution of slanderous, libelous or pornographic materials;
- X. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership, and clothing that shows undergarments or is determined to be too revealing;
- Y. Criminal activity;
- Z. Falsification of any records, documents, notes or signatures;
- AA. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
- BB. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion; including the use of picture phones or other technology to accomplish this end;
- CC. Impertinent or disrespectful language toward teachers or other school district personnel;
- DD. Sexual and/or racial abuse and/or harassment;
- EE. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- FF. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- GG. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- HH. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or degrades other people;
- II. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

- JJ. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
- KK. Violation of school rules, regulations, policies or procedures;
- LL. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
- MM. Violation of the school district's one-to-one device rules and regulations;
- NN. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interfere with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

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

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

## **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

### **Grounds for removal from class shall include any of the following:**

1. Willful conduct that disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
  4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study, and shall not exceed five (5) such periods.
- B. Procedures for Removal of a Student from a Class
1. The teacher shall notify an administrator or the designee when the student is being removed from class.
  2. The teacher/administrator/designee shall determine if the student will be accompanied to their destination and, if so, by whom.
  3. A discipline referral shall be used when removing a student from class.
- C. Responsibility For and Custody of a Student Removed From Class
1. The student is to report directly to the administrator's office or ISS designated area.
  2. The student removed from class is the responsibility of the administrator/ designee.
  3. The student shall remain in the custody of the administrator/designee until the student is returned to the classroom.
- D. Procedures for Return of a Student to a Class from Which the Student Was Removed
1. The length of time of the removal from class shall be at the discretion of the administrator after a conference with the teacher/student/parent.
  2. The student shall be returned to class upon completion of the period of removal and any other conditions established at the administrative conference.
- E. Procedures for Notification: Unless other notification is required by the Pupil Fair Dismissal Act of 1974, the following procedures shall apply.
1. The parent/guardian shall be notified by the administrator/designee of the violation of the rules of conduct and the resulting disciplinary actions.
  2. The student shall be verbally notified of the violation & the resulting disciplinary actions.

## **IX. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.
1. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.
  2. The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate & substantial danger to self or to surrounding persons or property.
- B. Violations leading to suspension, based upon severity, may be grounds for actions leading to expulsion, &/or exclusion. A student may be dismissed on any of the following grounds
1. Willful violation of any reasonable school board regulation, including those found in this policy;
  2. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
  3. Willful conduct that disrupts the classroom, the school environment, or the functions of a school; or
  4. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. **Suspension Procedures**
1. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
  2. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
  3. In the case of a student with a disability, the student's individual education plan team shall meet immediately, but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual



education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan. The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

4. The school administration shall implement alternative educational services when the suspension exceeds five (5) days.
5. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
6. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within 48 hours of the conference.
7. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
8. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
9. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

#### **X. OPEN ENROLLED STUDENTS**

The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.07 or Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes Chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

### **8. HARASSMENT AND VIOLENCE PROHIBITION**

#### **I. 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, including gender identity or expression or disability.

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

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or 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, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator or other school personnel of the school district harasses a pupil, teacher, administrator or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial

status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any pupil, teacher, administrator or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status w/ regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### III. DEFINITIONS

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

Remedial response means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect 413-4

support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence

**F. Sexual Harassment; Definition**

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of including gender identity or expression.

**G. Sexual Violence; Definition**

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

**H. Violence; Definition:**

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

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or 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, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. **In Each School Building.** The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. **In the District.** The school board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades or work assignments.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

#### V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately

undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or 413-9 personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

#### **VII. REPRISAL OR RETALIATION**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

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

#### **IX. HARASSMENT OR VIOLENCE AS ABUSE**

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

#### **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of entering into the person's employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

## **9. HAZING PROHIBITION**

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

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

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property & during & after school hrs.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

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

### **IV. REPORTING PROCEDURES**

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

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

**V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by the school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

**VI. REPRISAL**

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

**10. TOBACCO-FREE ENVIRONMENT**

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

**II. 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 school 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.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

**III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted,

sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

#### **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

#### **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

### **11. TRI-CITY UNITED HIGH SCHOOL - SCHOOL DISCIPLINE CONSEQUENCES**

**Students are expected to not engage in the following activities. The specific behaviors listed do not constitute an exhaustive list of prohibited conduct. The district reserves the right to impose discipline for misconduct that does not fit into any of the categories. Under Minnesota law, the District may discipline students for any willful violation of a School Board regulation, any willful conduct that materially and substantially disrupts the rights of others to an education, and any willful conduct that endangers the student or other students or surrounding persons or school property.**

**The consequences set forth below apply, regardless of whether the inappropriate behavior took place in school, on district property, in a district vehicle or at a school, off campus during the school day or district activity. The form of discipline listed is the minimum to be posed for each offense. The maximum penalty for each offense is exclusion or expulsion from school for up to one calendar year. It is within the discretion of district administration to determine the extent to which discipline beyond the minimum listed will be imposed.**

**Students removed from class for inappropriate behavior will report immediately to the high school office. Students will be put in the in-school suspension area until the end of the period and will meet with administration before leaving. Students will not return to that class until the next school day, unless the teacher allows the student to return to class.**



**\*\* Warnings for grades 9-12: May include a student conference and/or parent/guardian notification in some form, and may include, but are not limited to, a parent/guardian conference, restitution, confiscation, detention, appropriate apologies, and/or up to one day of In-School-Suspension.**

**## Referral to law enforcement &/or guidance counselor on that offense and any subsequent offenses.**

**Most suspensions of 1-2 days will be served In-School. Suspensions of two or more days most likely will be served Out-of-School.**

<b>INAPPROPRIATE BEHAVIOR</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Affection</b> -Excessive displays of affection toward another student or visitor.	**	**	1-3 day susp
<b>Alcohol or Chemicals, Possession or Use</b> -Possessing or using any illegal substance or misusing a legal substance. (Prescription medications must be distributed in the office/nurse's office.) This included, but limited to CBD/THC or other hemp derived chemicals <i>This includes inappropriate use of over-the-counter medications.</i> (grades 9-12)	3-5 day susp - Substance abuse diversion course ##	10 day susp or recommend expulsion ##	recommend expulsion ##
<b>Alcohol/Chemicals/Prescription Drugs, Possession With Intent to Distribute or Sell</b> -Or distributing, or intending to sell or distribute, alcohol, any illegal controlled substance, look-alike substance, or prescription where prohibited by Minnesota or federal law. (grades 9-12) This included, but not limited to CBD, THC, or CBG derived products & substances	recommend expulsion ##	recommend expulsion ##	
<b>Arson</b> -Purposely destroying school property by setting a fire.	recommend expulsion ##		
<b>Assault: Physical</b> - A one-sided act towards another person of causing immediate bodily harm or death with a clear aggressor & victim, or intentionally inflicting or attempting to inflict bodily harm upon another person.	Upon a student- 5-10 day susp ##  Upon a staff member- recommend expulsion ##	recommend expulsion ##	
<b>Assault: Verbal, Written, or Otherwise Expressed</b> - Confrontation with a student or staff member which bullies, intimidates, threatens, or causes fear of bodily harm or death, including through the use of electronic Communication.	Upon a student- 3 day susp  Upon a staff member- 5 day susp	5 day susp  recommend exuplusion	recommend expulsion
<b>Assault, Aggravated</b> -Purposely hitting someone with a weapon or object that injures them, or injuring someone badly.	recommend expulsion ##		
<b>Physical (Fighting)</b> -Actions that physically hurt someone, or purposely hurt someone. Hitting, kicking, or hurting someone, or verbally provoking someone who then hits, kicks or hurts you. ( <u>Not</u> poking, pushing, shoving, or scuffling)	3 day susp ##	5 day susp ##	recommend expulsion ##

<b>INAPPROPRIATE BEHAVIOR</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Abuse/Bullying</b> -Frightening others with words or actions that are discriminatory, abusive, obscene or threatening toward another student or staff member (Also, see harassment listing).	** Up to recommended expulsion on any offense	3 day susp ##	recommend expulsion ##
<b>Bomb Threat, False</b> -Purposely saying that there is a bomb when there isn't.	recommend expulsion <u>and</u> ##		
<b>Burglary</b> -Entering a bldg without permission for the purpose of committing a crime. (grades 9-12)	recommend expulsion ##		
<b>Bus</b> -Inappropriate behavior on the bus causing problems and safety concerns for students riding.	written or verbal School warning	1-3 day bus suspension	3-5 day bus suspension
<b>Cellular Phone/Electronic Device</b> -Use of or out during the school day without teacher approval	**	student turns into office daily for 3 days	student turns into the office daily for 5 days
<b>Cheating</b> -Behaving dishonestly, deceiving as related to homework/testing.	no credit for work cheated on/& parent guardian phone call. Student code of conduct	referral to school office	
<b>Dress</b> -Students may not wear clothing in school that advertises or suggests alcohol, drug or tobacco products. Clothing with explicit sexual & violence-based graphics. Provocative clothing which disrupts the teaching and learning process or clothing with negative attitude messages are inappropriate.	**	1 day ISS	3 day susp
<b>Driving, Careless or Reckless</b> -Driving on or around school property.	** 3 day susp ##	3-5 day susp ##	recommend expulsion ##
<b>Extortion</b> -Taking something that belongs to someone else by hurting them, tricking them, or scaring them into giving it to you.	3-5 day susp depending on severity ##	5 day susp or recommend expulsion ##	recommend expulsion ##
<b>Fire Alarm, False</b> -Saying there is a fire or setting off a fire alarm when there is no fire, or tampering with any fire alarm. This includes fake 911 calls.	recommend expulsion ##		
<b>Fire Extinguisher, Unauthorized Use</b> -Touching or using a fire extinguisher without permission.	5 day susp restitution ##	10 day susp restitution ##	recommend expulsion ##
<b>Fireworks, Possession &amp; Use</b> -Bringing fireworks to school or on the bus. Making fireworks explode in the building, on the grounds or on the bus. (grades 9-12)	recommend expulsion ##		
<b>Gambling</b> -Playing a game in school to try to win money or something else.	**	1 day susp ##	3 day susp ##

<b>INAPPROPRIATE BEHAVIOR</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Harassment</b> -Doing or saying something that injures, degrades, scares, or disgraces someone else. This includes indecent exposure, negative references about racial, cultural, ethnic, or religious background, gender, sexual preference, &/or disabilities. <b>(refer to the District harassment/violence policy)</b>	** Up to recommended expulsion on any offense		
<b>Hazing</b> -Means committing a violent or threatening act, or psychological intimidation or threats against a student or staff member, coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.	** Up to recommended expulsion on any offense		
<b>Insubordination/Disrespect</b> -Not listening to &/or refusing to do what a staff member asks/ tells you to do.	**	1 day ISS	3 day ISS
<b>Interference, Disruption or Obstruction</b> -Preventing a staff member from doing what he/she is supposed to do.	**	1 day ISS	3 day ISS
<b>Language, Inappropriate</b> -Use of language that includes, but is <u>not</u> limited to, obscenity, profanity, swearing, or cursing. (grades 9-12).	**	1 day susp	1 day susp
<b>Laser Pointers or Pens</b> - Possession and/or use (pointing) of a laser device on school grounds, during the school day, &/ or at all school-related events.	**	3 day susp	
<b>Parking</b> -Without a permit or <u>not</u> in a designated student parking area/spot.	documented verbal warning	documented written warning	documented written final warning -Towed and banned from lot next offense
<b>Records or Identification, Falsification-Not</b> giving your real name or your parents' real names when asked, or signing someone else's name. Altering or forging student passes.	**	3 day susp	5 day susp
<b>Sexual Conduct, Criminal</b> -Engaging in <u>non</u> -consensual sexual intercourse or having sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.	recommend expulsion ##		
<b>Skipping On or Off Campus</b> -Deliberately being absent for all or any part of the school day, including scheduled classes/study hall/ Advisor-Advisee time/assemblies while still being in the school building, &/or on or off campus.	**	1 day ISS	1 day ISS/potential File CHPS petition to county of residence

<b>INAPPROPRIATE BEHAVIOR</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Social Media/Internet</b> -use in violation of District acceptable use policy or other inappropriate activities. This may pertain to inappropriate use of a personal cell phone or other electronic device.	**	1 day ISS	3 day ISS
<b>Technology, Misuse of</b> -Tampering with computer hardware or software, video equipment, or computer, technology equipment, or the inappropriate use of privileges to access data.	** loss of privileges (refer to District Policy)		
<b>Terroristic Threat</b> -Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person or group of people.	5 day susp or recommend expulsion ##	recommend expulsion ##	
<b>Theft, or Knowingly Receiving or Possessing Stolen Property</b> -Stealing something that belongs to someone else or to the school, or having something that was stolen in your bags, pockets, or locker.	** Up to recommend expulsion ##		
<b>Tobacco</b> -Having or using tobacco or smoking paraphernalia (i.e.: pipes, vaping device/liquid, matches, lighters, etc.) in District buildings, on District grounds, or in District vehicles during any part of the school day (on or off school grounds), or at District events, is in violation of District policy.	2 day susp -Substance abuse diversion course ##	3 day susp	5 day susp ## or recommend expulsion
<b>Trespassing</b> -Being in a District building, on the school grounds, at school activities, &/or in a school bus when you are <u>not</u> supposed to be there.	1 day susp	3 day susp	5 day susp
<b>Vandalism</b> -Damaging or ruining property that belongs to someone else or to the school while you are on school property, at a school activity, in a District vehicle, &/or under the supervision of school staff.	3-10 day susp ##	5 day susp to recommend expulsion ##	recommend expulsion ##
<b>Weapon or Look-alike Weapon/Ammunition, Possession or Use</b> -Having a knife, gun, &/or other weapon with you at school or within the safety zone. Using any object to hurt someone else on purpose, or bringing to school anything that is a look-alike weapon or a toy weapon. (refer to District weapons policy)	recommend expulsion ##		

\*\*\* Emergency or highly unusual circumstances are at the discretion of the Administration.