

Student Handbook

Dover-Eyota Middle School & High School

2022-2023



Handbook approved by School Board on September 12, 2022

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Note: In many cases, the information in this handbook summarizes or relates to an official school district policy. Where applicable, those policy numbers are referenced. If you would like to read the more detailed information in a school district policy, you may visit www.desch.org and click on “District” and “Policy Manual”. For a written copy of a school district policy, contact the office. Dover-Eyota Public Schools reserves the right at any time to add to or modify the policies, regulations, and behavioral standards contained in the Student Handbook.

Eagle Expectations: R.I.S.E.

At Dover-Eyota Middle and High School we strive to create a positive community culture in order for staff and students to feel comfortable in supporting each other while consistently modeling school norms. To RISE above, we have these expectations. Be...

Respectful:

- Use positive and kind language (in person and online)
- Be mindful of others' personal space
- Accept adult directions and respond with polite language
- Speak up against unsafe and unkind behaviors
- Clean up after yourself

Intentional:

- Be on time; use your time wisely
- Come prepared for class
- Be cooperative and include others
- Participate positively
- Prioritize school spirit

Supportive:

- Be empathetic
- Encourage others; use put ups not put downs
- Find ways to be helpful
- Use "please" and "thank you" with everyone
- Welcome others into your group

Engaged:

- Think about, observe, and respect the feelings of others
- Be mindful of device time
- Attend and/or participate in school activities and events
- Listen and be informed (this includes school email)

SCHOOL DISTRICT MISSION

"The Dover-Eyota School system, in partnership with its community, will foster a safe, caring and respectful environment to develop well-rounded, high achieving citizens who demonstrate character and integrity in an ever-changing world."

At Dover-Eyota High School and Middle School, we strive to accomplish this mission by:

- Challenging each student to reach high standards in academics, arts, athletics and leadership development
- Guiding students to become effective problem-solvers
- Building self-esteem through student successes
- Promoting a safe and supportive school environment
- Fostering positive relationships among all members of the school
- Encouraging partnerships with the citizens and employers of our communities
- Involving parents and families in the educational process

**Welcome to "Eagle Country" where spirit, pride and tradition
allow students to soar like Eagles.**

This booklet was created to help you get acquainted with the Eagle tradition. The information has been carefully prepared and presented so that it will be valuable in helping you understand the responsibilities and expectations under which we all function. Remember that your success in this school depends mostly on your effort.

General Information for Parent and Students

Building and School Hours

The school is open to students beginning at 7:30AM each morning and closes at 4:00PM each afternoon. Direct supervision of the hallways begins at 7:30AM each day and ends at 3:17PM each afternoon. Classes begin at 8:15AM (9:15AM on Wednesdays) and end at 3:07PM. No student or adult is allowed in the building unless under the direct supervision of a faculty member or coach/advisor; students may be asked to report to specific locations in the building for supervision purposes. Students must have a legitimate and pre-approved reason to remain in the building after school (i.e., practice or rehearsal, working with a teacher) and must be supervised by an adult. Students waiting after 4:00PM for a ride or for practice to begin will be asked to move to the front door area.

Building Security

Outside entrance doors are locked at 8:15AM and remain locked throughout the school day. If you need to enter the building after 8:15 AM, please enter through the front entrance doors, activate the security camera, and report to the office. Students are strictly prohibited from propping open any other outside access doors at any time during the school day.

Change of Address or Contact Information

Please use JMC to update any changes in your address, telephone numbers or e-mail addresses.

Complaint Procedure (also see School District Policy #103)

The school district has an established procedure to provide an orderly means for considering and resolving complaints from students, employees, parents, and other persons. If you have questions or concerns regarding this process, please contact the building principal or the Superintendent's Office.

Daily Announcements

Announcements must be turned in to the school office before 7:30AM to be considered for inclusion when daily announcements are read aloud over the PA system at 8:15AM. To minimize the disruption to class time, only certain items will be read over the PA. Other items will be considered for inclusion in the written daily announcements. Office staff reserves the right to edit or delete any announcements. Early announcements will be posted in the hallways, displayed on TVs in the building, and available on the website prior to the end of first block. When late announcements are necessary, they will be made at the beginning of a block whenever possible. Occasionally, the weather dictates that cancellation/change decisions are not made until late in the day. In that case, the announcement will be made by 2:30PM.

Drop-off/Pick Up Zone

Please use the High School Main Entrance (East Side of HS, by the flags) at all times when dropping off students. This avoids interfering with the bus pickup and drop off on the west side, creating a safer environment. When you drop your children off, please instruct them to follow the designated rules and to join the others in the cafeteria or gymnasium.

Do not leave a vehicle unattended when dropping your child off at school or when picking them up. If you need to park your vehicle there are designated visitor spaces near the front of the building.

Elevator

The school has an elevator available to students with physical disabilities. The elevator is to be used only by staff members and students who have permission (and a pass) from the Principal's and/or Health Office. Students using the elevator without permission will be referred to the principal.

Health Office

The Health Office is supervised by a Registered Nurse on a daily basis. If you become ill during the school day you should obtain permission and a pass from your teacher, and then report to the high school office to access the nurse who will determine if your parents need to be called. During passing time, you must obtain a pass from your next teacher before going to the Health Office. Only with consultation with and permission from the school nurse will you be allowed to leave.

Herbicides/Pesticides

Herbicides/pesticides may be applied to school district grassy areas in early August and along all fence lines throughout the grass-growing season.

Immunization Requirements (also see School District Policy #530)

Students are required to be immunized against or show freedom from common communicable diseases as determined by state law. Failure to be immunized or show evidence of such will result in exclusion from school in accordance with state law.

Lost and Found

All lost and found items should be placed in the designated area. Please check the lost and found before the end of the school year. All remaining items are donated periodically throughout the year.

Lunch

Hot lunches are provided in the school cafeteria. Students may also carry a sack lunch, and milk may be purchased at school. Students are assigned a lunch number and must use that number as they go through the lunch line. The cost of lunch and/or ala carte items are subtracted from the account balance each day.

To purchase meals, a student's meal account should have a positive balance. The Food Service department does their best to inform parents and students of a low account balance, but the final responsibility lies with the family. Dover-Eyota uses a system that sends account balance notifications to your email and eventually text messages to your cell phone. Families will get a notification for each student within your household when the balance reaches negative \$.01. If needed, calls or emails to a parent or guardian will be made. Parents can also set up low balance email reminders, see a detailed account history, and check the account balance at no charge through PayPams at www.paypams.com.

A student may purchase a standard, reimbursable meal with cash in hand. Students will not be allowed to purchase ala carte items if the account does not have adequate funds to cover the purchase.

All students are required to eat their lunches in the school lunchroom. No food is to be taken outside of the lunch room for any reason. During your lunch time you may be in one of the following areas: the cafeteria, the gymnasium or in the outside eating area with proper supervision. All other areas including the hallways are considered "off-limits" and may result in disciplinary action.

Breakfast Includes: Main Entrée, Choice of Fruit or Juice, and ½ Pint Milk Selection.

Lunch Includes: Choice of Main Entrée, Fruit, Vegetable, Bread, and ½ Pint Milk Selections.

Media Center

The Media Center contains over 5,000 written volumes and computers for student use. The Media Center is also where students may seek assistance or repairs related to their school-issued computers.

Medication Policy (also see School District Policy #516)

Students who need to take prescription medications while at school, must meet the following conditions:

1. All prescriptions must be turned in to either the school nurse or the principal's secretary.
2. Prescriptions must remain in their original containers.
3. A parent permission form, and sometimes a form from a doctor, must be turned in to the office.
4. Any changes in the prescriptions must be called in to the high school immediately.

Posters and Leaflets (also see School District Policy #505)

All posters displayed or leaflets posted or handed out on school property must be approved by the principal in advance.

School Closings

In case of emergency school closing due to inclement weather, etc., school closing announcements will be posted on the school district website and sent out through the district's automatic phone and e-mail notification system.

In addition, please listen, watch or visit the station website for such announcements on the following TV or radio stations:

Television: KSTP, KAAL, WKBT, KTTC

Radio: KROC (106.9FM), KYBA (105.3FM), KFIL (103.1FM), KLCX (103.9FM), KAGE (95.3FM), KWNO (99.3FM), KWWK (96.5FM), KDZZ (107.7FM)

School Emergencies

Any school emergencies such as a fire or a bomb threat, that require students to leave the school building for more than a reasonably short time period, may result in the students being loaded onto school buses or relocated to designated secondary shelter locations until parents are called or until we are informed that the building is safe to re-enter. Teachers and students will follow the directive of the crisis manual. Any days missed may be made up later in the school year.

Student Records/Data Privacy (also see School District Policy #515)

Parents/guardians have the right to inspect and review the educational records of their children in the presence of school officials according to federal family education and privacy rights. The school district may presume that either parent of the student has the authority to access records unless the school district has been provided with a legal order which provides to the contrary. Parents/guardians may request to amend the record if information is found to be inaccurate. A parent/guardian wishing to challenge the content of the school record shall make a written application to the principal. Dover-Eyota Public Schools has adopted a student records policy as required by state and federal laws. The policy requires that certain information be classified as "Directory Information" and be available to the public unless parents/guardians or students eighteen years of age or older request in writing that such information not be released. Directory information includes: Students name, address, telephone number, date and place of work, gender, major sports, dates of attendance, grade levels completed, awards received, and previous educational institution.

Telephone Use

Office phones are only to be used with permission from a secretary. Classroom phones are off limits to students except with teacher permission. Students are not permitted to use cell phones during class time.

Visitors

Dover-Eyota High School limits social visitors during the school day. Visitors during lunch must receive permission from the principal's office in advance. Any visitors must sign in at the principal's office and display a school identification badge. If you encounter a student-aged or adult visitor without proper identification during the school day, please report this to a staff member immediately. Parents are welcome to schedule visits to the school but are not entitled to visit classrooms at will.

Volunteers

Volunteers are eagerly welcomed in our school. Talk to your child's teacher about specific needs but some of the ways you could be helpful would be to volunteer to:

- | | |
|------------------------------|----------------------------------|
| Career Partners | Coordinating special events |
| Read in Classrooms | Help with Activity Nights |
| Help with Book Fairs | Help at Track & Field Day in May |
| Art Room Project preparation | Put up bulletin boards |

You will be required to wear a visitor pass while in the building.

Attendance Policies and Procedures (also see School District Policy #503)

Class attendance has a significant effect on a student's learning and grades. Parents and students are encouraged to make school attendance a top priority. Students with excessive absences from school may be required to produce a note from a doctor in order for their absences to be "excused". Students with 10 or more absences from a class may be subject to disciplinary action, resulting in loss of credit. Each situation will be reviewed on an individual basis.

Excused Absences – Acceptable Reasons

The school must be notified of a student's absence and the reason for the absence by the parent or guardian. This pertains to all students regardless of age. The office will then determine if the absence may be excused according to state law and school district policy.

According to school district policy, absences will be excused for the following reasons:

1. Illness.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental or orthodontic treatment, or 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. Prearranged vacations with parents/guardian (up to 5 days/school year).
11. Personal trips to post-secondary institutions (11th and 12th grade students only).
12. Students will be excused to attend state tournaments if they participate in the sport or are cheerleaders for the sport.
13. If a team advances to the state tournament and the school district determines that student fans will be allowed to sign up to attend.
14. Family emergencies.
15. Active duty in any military branch of the United States.
16. A student's condition that requires ongoing treatment for a mental health diagnosis.

Absence reasons other than those listed above, or no reason given, will result in the student being marked unexcused.

Excused Absence Procedures

1. If a student is unexpectedly absent from school, the parent or guardian must contact the attendance line as soon as possible in the morning on the day of the absence. The phone number is 507-545-2762. A parent or guardian also has the option to report an absence through the JMC Family App. If absences are reported in one of these ways, a note or email is not necessary.
2. All students, regardless of age, must have an absence reported by a parent or guardian.
3. Except when escorted by a staff member, any student leaving the building during class time must SIGN OUT in the office and SIGN IN upon return.
4. If a student has become ill, he or she must receive permission to go home from the Health Office, an office secretary, or the principal.
5. Attendance on Game or Performance Days: Attendance for the entire day is required on the day of a game or a performance in order for the student to participate. Some possible exemptions might be doctor or dental appointments, funerals, or other scheduled absences. Violations of this rule will be referred to the principal's and activities director's offices.

Unexcused Absences

Ultimately, students must be held responsible for being at school and classes on time. Teachers are not required to allow students to make up school work or exams that they missed due to unexcused absence.

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

1. Truancy. An absence by a student which was not approved by the parent and the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

3. Oversleeping
4. Missed bus
5. Late evening activities, school-related or otherwise
6. Work
7. Shopping, tanning, hair appointments, or senior pictures
8. Childcare
9. Excessive car problems
10. An unexcused tardiness beyond ten (10) minutes into a high school class period.
11. Any other absence not included under the attendance procedures set out in this policy.

Tardiness

Students who are not in their assigned area at the designated time are tardy. Reasons that tardiness will be excused and unexcused are similar to those for absences. Teachers are not required to allow students to make up school work or exams missed due to unexcused tardiness.

Students arriving late to school must report to the office for an admission slip. Tardiness between periods will be handled by the teacher and tracked through JMC attendance. Parents can monitor via the Parent Portal.

Excessive unexcused tardiness may require the student to make up missed time outside the regular school day and could be treated as truant behavior.

Academic and Grading Information

After School Program

An after school program takes place in the Media Center Monday-Thursday from 3:07-4:15 PM each day. Any teachers with Middle School students who are falling behind in their work in any core class (social studies, science, math or English) are requested to refer these students to our "After School Program". This program involves cooperation between parents and teachers in an effort to help students make up missed assignments and tests. The goal is to help maintain student accountability and personal success at our school. Forms for referring students to this program are in the main office.

Advisory Time / Classroom Environment

At Dover-Eyota Middle School, we work hard to create a safe and caring classrooms where every child can be successful. One of the underlying beliefs of this program is that academic learning happens best within a positive social context, so much attention is paid to helping students develop positive social skills, cooperation, assertion, responsibility, empathy, and self-control. Time is built into the schedule to work with students on academic goal setting and do periodic grade checks. Other topics addressed may include Eagle Skills, homework help, study skills, free reading, service projects, and activity days.

Final Examinations

No final examinations will be scheduled prior to the designated times. Students not in school on the designated final exam days will be required to complete their exams with the principal upon their return.

Grade Reports

Report cards and midterm progress reports are emailed or mailed to parents, usually within one week following the end of the grading period.

Grading Scales

For teachers who use a traditional grading scale, it will be as follows:

A 96-100	A- 90-95	B+ 87-89	B 83-86	B- 80-82	C+ 77-79
C 73-76	C- 70-72	D+ 67-69	D 63-66	D- 60-62	NC (no credit) 59-0

Homework

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. The purpose of homework is to reinforce and help absorb the lessons already taught by the teacher, to develop independent work habits, help students investigate on their own, and practice what they have learned. Time management and meeting deadlines are skills that students need to develop at an early age. Students who turn in late assignments will receive full, partial or no credit based on information shared on their class syllabus. A student will have no longer than two (2) school days for each day of excused absence to complete makeup work.

Incompletes

All incompletes must be made up by the date required by the teacher, but no longer than two weeks after the end of the marking period, or the student risks losing academic credit and athletic eligibility. (Incomplete grades must be made up within one week for students to be included in the honor roll.)

Makeup Work

Arrangements for completion of makeup work (for excused absences) be made with individual teachers and are at their discretion.

Parent-Student-Teacher Conferences

Parent-teacher-student conferences and/or information nights are scheduled several times during the school year. Additional conferences will be scheduled whenever a parent or teacher feels that it is necessary. Please call the teacher(s) involved to arrange for after school appointments. The best times to call are between 7:30 and 8:10 AM and between 3:10 - 3:30 PM.

Physical Education

All 6th through 10th grade students are required to participate in physical education unless a written doctor's temporary excuse is on file with the instructor. Students unable to participate on a temporary basis will be given alternative assignments while continuing to attend their PE classes.

Schedule Changes

Schedule changes after the start of the school year are not permissible except in extreme circumstances. Changes may be requested by the principal, school counselor, parent, or a teacher. A requested schedule change may or may not be granted depending on several factors such as class size, academic need, etc.

State Assessments and Parent/Guardian Refusal to Participate

The State of Minnesota requires schools to administer standardized assessments in certain academic subject areas at designated grade levels. More information about these tests and the process and form parents must use to refuse to have a student participate are in the last three pages of this handbook and also on the district website.

Academic Honors

Academic Excellence (also see School District Policy #595)

Beginning in grade nine, high school students earn special recognition and can “letter” for receiving a grade point average of 3.75 or higher for six cumulative quarters and twelve cumulative quarters.

Gold Cards (begins in 7th grade)

Gold Cards recognize students who have achieved academic excellence. Each fall they are given to any student who has a cumulative GPA of 3.75 or higher at the end of the previous school year. Gold Cards allow students to enter Three Rivers Conference events of participating schools at no charge. A student’s Gold Card may be taken away for the following reasons:

- * Major violation of school rules
- * Having to be removed from a high school sporting event, either at home or away
- * Any violation of the Minnesota State High School League Rules

Honor Roll

Our honor roll is divided into three sections. The AA Honor Roll (3.75-4.0), the A Honor Roll (3.5-3.74), and the B Honor Roll (3.0-3.49). Student Teacher Assistant grades are not included in the determination of class rank, honor roll and GPA. Any student with an incomplete must make up that incomplete within one week of the end of the quarter in order to be included in the honor roll. Honor Rolls are published each quarter.

Graduation Requirements (also see School District Policy #613)

Graduation

Students must be attending Dover-Eyota High School or be a Dover-Eyota resident attending an ALC program through HVED by the start of the 4th quarter of their senior year in order to be considered a graduating senior and to be eligible to be part of the graduation activities. Students must be enrolled full-time at Dover-Eyota High School for at least their 11th and 12th grade years in order to be eligible for academic awards and honors related to senior year and graduation.

Home-schooled students must complete at least half of their educational program at Dover-Eyota High School in order to receive a Dover-Eyota diploma. They will receive credit for homeschool classes taken, but no grades other than "pass" or "fail". This allows for credit transfer and graduation but will not count for any determination of grade point average or academic recognition.

Graduation Credit Requirements

Students are required to take and pass the following courses and credits:

ENGLISH/COMMUNICATIONS - 4 credits: English 9, English 10, English 11, and either English 12 or Advanced Placement English.

SOCIAL STUDIES - 4 credits: US History 9, US History/Geography 10, World Studies, Principles of Government & Economics

SCIENCE - 3 credits: Science 9, Biology and Chemistry, Physics, or Conceptual Physics.

MATH - 3 credits from the following: Algebra II (required), Geometry (required), Technical Math, Adv. Algebra, College Algebra, Probability Statistics & Trigonometry, Pre-Calculus, Calculus.

PHYSICAL EDUCATION/HEALTH -1.5 credits: Phy Ed 9, Phy Ed 10, Health 11

TECHNOLOGY, RESOURCE MANAGEMENT, FINE ARTS

TOTAL CREDITS NEEDED FOR GRADUATION: 28 credits are needed for graduation. Students

may also need to achieve a proficient score on statewide assessments as required by the state of Minnesota.

Graduating with Honors

Students graduate with "High Honors" by having a cumulative grade point average between 3.50 and 3.74 at the end of the third quarter of their senior year. Those with a cumulative GPA of 3.75 or higher will graduate with the designation of "Distinguished High Honors".

Student Assistance, Guidance, and Counseling Resources

Community Deputy

A Community Deputy is assigned to the school district in cooperation with the City of Eyota and Olmsted County. The deputy has an office in the secondary school and is a valuable resource for students, staff and parents. The deputy assists with school safety and security procedures and drills, investigation of violations of laws and the student conduct code, legal/law enforcement consultation, truancy concerns, child protection issues, event supervision and other matters. The deputy is considered a school staff member and works cooperatively with all school personnel.

Counseling Office

A school counselor and social worker are on staff to help you discuss personal concerns or make future plans. Students wishing to see the counselor or social worker are encouraged to sign up in advance with an office secretary. You will be called down from your class when that staff person is free.

School Based Counseling

School-based mental health services are available for students identified by the school or parents/guardians as needing support through a partnership with Family Service Rochester. To access these services, contact the school counselor to begin a referral.

Student Assistance Team

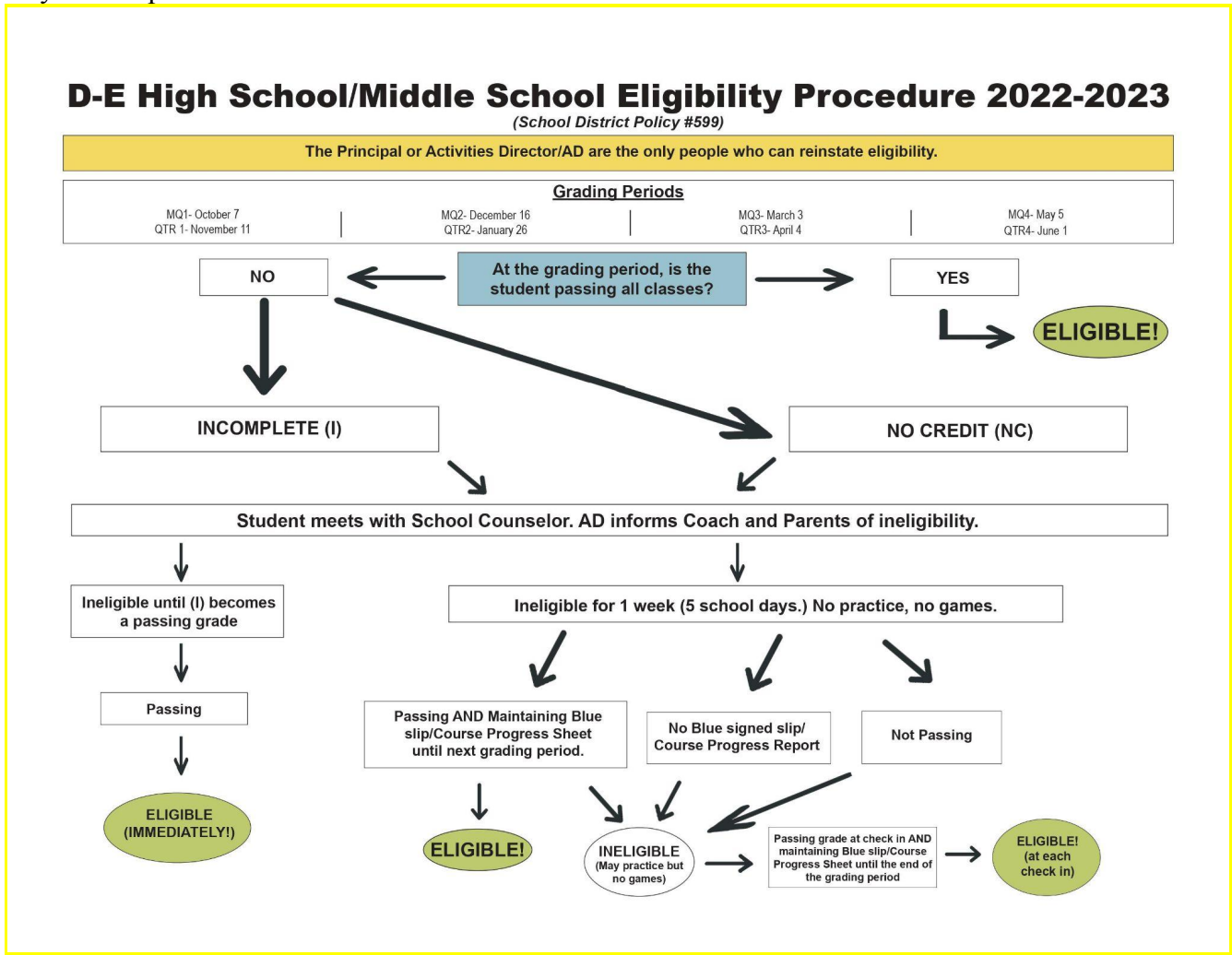
The purpose of the Student Assistance Team (SAT) is to assist students in solving any problems that may negatively impact their success in school (a learning disability, mental health problems, family concerns, chemical abuse/dependency, etc.) by determining needs and offering interventions and referrals as appropriate. Members of SAT include the secondary administrators, social worker, school counselor, school psychologist, a special education teacher and a general education teacher.

Extra-Curricular Activities Information (also see School District Policy #510)

Academic Ineligibility (also see School District Policy #599)

A student earning a "failing" grade or no credit in one or more classes at mid-quarter or the end of a quarter will automatically be ineligible for athletic events and practices for one week. At the end of that week, a student who has been declared ineligible is responsible for taking a weekly course progress sheet (obtained in the guidance office) to his/her teachers, and having the teachers report the grades. The student will then return the sheet to the Activities Director or counselor which will result in regaining eligibility if the student is passing all classes. Failure to turn in a weekly progress sheet will result in ineligibility until a sheet indicating passing grades is turned in to the Activities Director or counselor. The Activities Director will contact coaches and students' parents regarding students who have lost eligibility. Students earning an "Incomplete" grade at the end of a quarter will be ineligible until the incomplete grade is made up. Students in grades 8-11 who receive a 4th quarter

failing grade may attend a summer credit recovery program and will become eligible for fall sports if they make up the credit.



Chemical and Harassment/Hazing Eligibility Violations – MSHSL Category I Activities

Students who have been found to violate the MSHSL chemical or harassment/hazing eligibility rules will be declared ineligible to participate in Category I Activities in accordance with MSHSL Eligibility Bylaws 205 and 209.

Chemical and Harassment/Hazing Eligibility Violations – MSHSL Category II Activities

Students who have been found to violate the MSHSL chemical or harassment/hazing eligibility rules will be declared ineligible to participate in the next League-sponsored contest for a Category II activity in which they participate.

Chemical and Harassment/Hazing Eligibility Violations – School Sponsored Activities

The school sponsors and facilitates students' participation in a number of activities which are not sponsored by the MSHSL. These activities include, but are not limited to, FFA, Knowledge Bowl, Math League, Student Council and National Honor Society. Students who have been found to violate the MSHSL chemical or harassment/hazing eligibility rules will be declared ineligible to participate in the next contest or event for the school-sponsored activity in which they participate.

Good Standing Eligibility – All Activities

According to MSHSL Bylaw 206.00, a student is in “Good Standing” when that student meets all of eligibility requirements of the school as well as the eligibility requirements of the MSHSL. In order to remain in good standing, students must adhere to the MSHSL Student Code of Responsibilities:

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

The Good Standing rule applies to all Category I, Category II and school sponsored activities.

Serving Penalties in More than One Category of Activity

School policy and MSHSL Bylaw 205.00 require that a student who violates eligibility rules must serve the applicable penalty in each category of activity in which he or she participates, MSHSL Category I, MSHSL Category II, and non-MSHSL school sponsored activities. Penalties cannot be served concurrently; serving a penalty in one category does not meet the penalty requirement for the other categories.

Three Rivers Conference Sportsmanship Code

The Three Rivers Conference Schools join together in requesting that all people attending games follow a code of ethical sportsmanship while supporting their team that includes appreciation for the rules of the contest and respect for officials and opponents. Excellence in sportsmanship is a major component in the long lasting tradition we hope to achieve. To that end we need your support.

Transportation to School Sponsored Activities

Students MUST use the transportation provided by the school for trips for athletics, fine arts and other activities. Students may NOT drive themselves unless arrangements have been made with the Activities Director. Misbehavior or disruptions may result in suspension from traveling privileges and that activity for a length of time determined by school officials. Students are allowed to ride home with parents only if they follow the check-out procedure developed by each coach or advisor and get a parent signature.

Wednesday Evening Student Activities (also see School District Policy #580)

School scheduled events, activities or practices will not be held after 6:30pm on Wednesdays without permission from the office. An athlete who needs to leave practice early on Wednesdays should let the coach know.

Student Conduct, Regulations, and Expectations for Student Behavior

Discipline Procedures

When a student fails to behave within the expectations set forth for the school, there are two levels of discipline.

Level 1: The classroom teacher takes care of the issue. For this, the student may be asked to serve detention with the teacher. The parent will be notified by the principal or teacher when a before or after school detention is assigned. If the behavior continues despite teacher intervention, it will be considered a Level 2 behavior.

Level 2: Office referral. When a behavior is extreme or a continued problem, the staff member will

complete a formal office referral which is submitted to the principal. An office referral is handled by the principal and the consequence is determined by the offense. The parent will be notified by the administrator when a before or after school detention is assigned.

Office Assigned Detention

- Held from 3:15-4:00 PM.
- Late arrivals will not be permitted.
- You must do school work or sit quietly for the entire period.
- No food, drink, or personal electronic devices will be allowed.
- Phones will be placed in a specified location away from the student.
- Failure to abide by detention rules or failure to comply with adult requests will result in ejection and an additional detention will be assigned.

Additional information

Detentions will be served on Thursdays. If an office referral results in detention on the day of another activity, the detention takes precedence over the school activity, practice, or game. Coaches may have policies limiting playing time as well.

Any student who does not serve his or her assigned detention will be placed in ISS for a period of time. Subsequent occurrences may result in OSS. Students with unserved detention may forfeit their right to participate in any celebrations, lyceums, or programs.

Suspension and Expulsion

Students may be suspended from classes up to ten days for failure to comply with school and district policies. Students may be suspended for more than ten days if expulsion or exclusion is imminent. Expulsions (permanent removal from school up to one calendar year) may take place as a result of serious or chronic violence such as violence or possession of a weapon, continuing acts of insubordination, or threats towards students/staff members. The principal may impose or recommend longer suspensions, expulsion or any other discipline as appropriate on a case-by-case basis.

Please refer to the Behavior Matrix/ Flowchart for specific information regarding consequences for inappropriate behavior at school.

General Behavior Expectations

Backpacks

Students may carry a backpack during the school day to save time, help the student get to class on time, and reduce gathering at lockers that can cause crowding in the hallways. Students are encouraged to plan ahead to carry materials for more than one class rather than making a stop at their lockers before every class. During the school day, backpacks are to be used only for class materials and school laptops. Coats, PE clothing, or extra clothing must be stored in the student's locker until needed. A teacher may instruct a student to put items in the student's locker if the teacher deems the volume of belongings or size of the backpack causes an obstruction or potential safety hazard in the classroom.

Bus Rules and Regulations (also see School District Policy #709)

Riding the school bus is a privilege, not a right. Rules on school buses include but are not limited to:

1. No Eating, drinking or littering.
2. No use of drugs (including alcohol) or tobacco.
3. Students must keep all parts of their bodies inside the bus as well as keep their arms, legs and belongings to themselves

4. Students must stay seated and face forward at all times while the bus is in motion.
5. No fighting, pushing, tripping, harassment, intimidation of others or "horseplay."
6. Students are expected to follow the directions of the bus driver, talk quietly and use appropriate language at all times.
7. No objects are to be thrown while on the bus.
8. No weapons of any kind or dangerous objects are to be brought onto the bus.
9. Do not damage the school bus in any way.

Violations of bus rules may result in the student receiving an assigned seat, temporary suspension of bus privileges or may result in permanent loss of bus privilege. Loss of bus privilege may include loss of use related to extracurricular activities.

Fire Drills

To insure your safety against loss of life or injury due to fire, we comply with state and local regulations regarding fire drills. The fire signal is continuous ringing of the fire bell until everyone is evacuated. Students must leave the building as quickly as possible by the nearest exit and move away from the building. Once outside, students are to report to their classroom teacher as instructed. Any student found to have set off a false fire alarm will be prosecuted.

Food and Beverages

Students may be allowed to have food and beverages in classrooms, dependent on teacher approval. Food and beverages are not to be consumed in the hallways; doing so may result in it being confiscated.

Hallways

We have a number of visitors to our building each day. The cleanliness of our building says something about our school and its students! Please do your part to keep our hallways and classrooms clean and attractive. No food or beverages other than plain water are to be consumed in the hallways at any time. All trash is to be disposed of in the proper receptacles. Staff have the right to confiscate food and beverages being consumed in the hallways.

Homecoming and Snoball

Homecoming and Snoball weeks and other similar activities are positive events meant to celebrate and show pride in our school. Students, staff and community members are encouraged to participate in the activities and have fun in a positive way.

When students engage in negative or destructive actions related to Homecoming or other events, they are not acting in the true spirit of those events and they damage the reputation of themselves and the school in the community.

The school does not condone or give permission for ANY form of negative or damaging behavior related to Homecoming or other school events, including defacing or damaging of property. Students who choose to engage in such unacceptable behavior outside of school will be restricted from participating in remaining Homecoming week activities, will receive an eligibility penalty under the "Good Standing" clause (Bylaw 206) of the MSHSL Code of Conduct, may face additional school consequences and may be referred to law enforcement.

Lockers (also see School District Policy #502)

Student lockers are provided for your use for the purpose of storing coats, books and other school supplies. Lockers remain the property of the school district which reserves the right to make an

inspection or a search of your locker, according to Minnesota law, for any reason at any time without notice and without consent, as determined by school personnel. Failure to thoroughly clean writing and other material from your locker at the end of the school year can result in a fine. Damage to your locker will also be assessed in the amount of repair. Locks are available for locker room lockers; if lost, damaged, or stolen, there will be a \$5 fee. No food, juice or pop is to be stored in lockers. Please do not store valuables or large sums of money in your locker.

Money and Valuables

Please do not bring large amounts of money or valuable items to school. The school cannot accept responsibility for money or articles stolen from school, including hallway and physical education lockers. Students are responsible for providing their own locks for physical education lockers.

Parking Lot Rules (also see School District Policy #527)

1. Students may park in the student lot only (on east side of building).
2. Please do not park in visitor spaces or any area that is not designated as a parking space.
3. Those who choose to park in the Fire Lane (the first 20 feet directly east of the sidewalk) will be ticketed and/or towed at the owner's expense.
4. Students are expected to drive and park safely, legally and with respect for others.
5. Keep vehicles locked at all times.
6. Students who drive to school may not enter their vehicles without permission during the school day once they are parked in the school student parking lot.

An individual or group may be denied permission to park on school property if that individual or group does not comply with school rules and policies or if it is not in the best interests of the staff and students of our school as determined by school personnel. Students and visitors are to park their vehicles in locations as indicated. When an unauthorized vehicle is parked on school property or is parked in a non-authorized manner, the school reserves the right to move the vehicle, require the driver of the vehicle to move it, or place a lock-up device on the vehicle. The school district also may charge to have the lock up device removed at the student's or owner's expense. (See District Policy #903)

Safety & Injuries

All students working in shops or areas where safety policies have been established must adhere to those procedures. If students are aware of an unsafe or potentially dangerous situation they should notify the classroom teacher and/or the high school office immediately. Students involved in an accident on school property or during a school-sponsored activity are asked to notify the nearest school staff member and complete a school accident form which can be obtained from the principal's office.

School Authority Off School Grounds

According to Minnesota Law, students involved in unlawful activity outside of school may be subject to school discipline if that activity is related to a school program or event or causes a disruption in school.

School-Sponsored Dances & Events

1. Some dances and parties will be designated for currently enrolled Dover-Eyota students and for certain grade levels only.
2. In instances where guests are allowed, students must register guests in advance (2 days) with the principal and receive a guest pass.
3. No guests over the age of 20 are permitted to attend school dances.
4. Dover-Eyota students will be responsible for their guests' behavior at the school function.

5. Once individuals have left for the evening they will not be readmitted.
6. Loitering outside the school or in the outer hall is not permitted.
7. Any student helping other individuals gain admittance through entries other than the front entrance will be removed from the event and will not be allowed to participate as a spectator at any school activity for a length of time as determined by school officials.
8. Smoking or vaping, regardless of age, will not be permitted. Offenders may be removed from all school activities for a length of time as determined by school officials.
9. Possession or previous consumption of alcoholic beverages or controlled substances by an individual at a school activity will not be permitted. Any person involved:
 - Will have his/her parents notified to come to the school to drive the individual home
 - Will have law enforcement officials notified for violation of state law; and
 - Will be removed from all school events as a participant or spectator for a period of time determined by school officials.
10. At least three (3) school officials must chaperone all school dances & events parties. All chaperones must be approved by administration before the event will be given final approval.

Search and Seizure

If school officials have reason to believe that an illegal act or violation of the school rules is about to be committed or has been committed, they have the authority to search the student or his/her personal property, or any school district property which the student uses. Officials may seize any item that is prohibited by school policies or state law. All items seized shall be given to the proper authorities, parents, or will be returned to the rightful owner.

Study Hall Procedures

Students at any grade level who have Study Hall may not leave Study Hall to go to the Media Center or anywhere else unless they follow these procedures:

1. Before Study Hall you must obtain a signed pass from a teacher that excuses you to go to the Media Center, the teacher's room or another location AND briefly gives the reason.
2. In order to go to the Media Center or another location during Study Hall, you must also have the pass signed by staff in that location prior to Study Hall.
3. Bring the pass with both signatures to Study Hall and present it to the supervisor.
4. Media Center staff and the Study Hall supervisor reserve the right to keep any student in Study Hall or send a student back to Study Hall based on behavior or lack of computer availability.

Substitute Teachers

Substitute teachers are to be treated with the same respect as regular classroom teachers. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at Dover-Eyota High School.

Tornado Drills

If a tornado warning is issued while school is in session, the following procedure will be followed:

1. The office will use the public address system to announce the need to take cover.
2. All students will accompany their teachers to their designated areas for protection.
3. Remain in these areas and stay calm while waiting for further information.
4. Do not leave the area until you are given permission to do so.

Level 1 Behaviors

Affectionate Behavior

Students are to refrain from displaying affectionate behavior beyond hand holding. Couples will be corrected by staff members if observed during the school day and are expected to accept these corrections in a constructive manner. If the situation is not corrected, parents will be notified and further action will be taken if necessary.

Cell Phones & Other Electronic Devices

Cell phones, personal electronic devices (music players, games, smart watches, etc.), and earbuds/headphones are not to be used by students in class or during assemblies. School staff may collect and hold cell phones or require students to place their cell phones in specified locations during class.

Grade 6: Cell phones and other electronic devices are to be turned off by 8:10 AM (first bell) and placed in your locker. All personal electronic devices (music players, games, etc.) and cell phones are to be placed in your locker and are not to be turned back on until 3:07 PM. Cell phones are NOT to be used during school hours. Cell phones found outside of school lockers may be taken and brought to the office. If a teacher asks a student for his or her cell phone, that student is expected to respectfully give the phone to the teacher. If the student refuses to give up the phone, that student will lose the privilege of having a cell phone in school for an extended period of time and may face other consequences for refusing to follow the teacher's instructions.

Grades 7-12: If a student uses a cell phone or other electronic device or the device rings or makes noise in class/assemblies, the teacher will confiscate the device and turn it in to the office. Outside the classroom, a staff member may confiscate a student's cell phone if the teacher believes the student is using it while being tardy or skipping or avoiding class. If a staff member asks a student for his or her electronic device, that student is expected to respectfully give it to the staff member. If the student refuses to give up the device, that student will lose the privilege of having electronic devices in school for an extended period of time and may face other consequences for refusing to follow staff instructions.

When a student has a cell phone or device taken away the first time, that student may report to the office to get it back at the end of the school day. If that student has a device confiscated a second time, the principal will keep it until that student's parent comes to school to pick it up. Additional violations will result in that student losing the privilege to bring personal electronic devices into the school building at all and may result in additional disciplinary consequences.

Students do not need cell phones for emergencies during the school day. Every classroom has a telephone and many teachers have cell phones available for back up in case of an emergency.

This policy fully applies while attending field trips outside the school building, unless a student has the express permission of the teacher to use a cell phone or other electronic device for legitimate purposes.

The unauthorized taking of pictures, video, or audio recordings of a staff member or another student without that person's knowledge and permission is strictly prohibited.

Classroom Disruptions

A student may be removed from a class for the remainder of class period either on a temporary or on a permanent basis, due to ongoing class misbehavior, disrespect, or insubordination. Ongoing disruptive behavior or serious safety concerns may result in longer or permanent removal from the class.

Dress Code (also see School District Policy #504)

Your dress reflects your conduct and your school pride. All students must be modestly attired. Any manner of dress or accessories deemed to disrupt the learning environment may be restricted.

1. There will be no see-through tops, bare-midriff, spaghetti straps, strapless, low-cut clothing, or tops and outfits that provide minimum coverage.
2. Shorts and skirts must generally be long enough to reach the student's fingertips when the student's arms hang normally at her/his sides, or be deemed as school appropriate by a principal.
3. Clothing or manner of dress exposing undergarments is unacceptable, including sagging pants.
4. Shoes must be worn at all times.
5. Any item of clothing representing a group of students (Senior Class shirt, Math League team shirt, etc.) and intended to be worn in school or at school events, must have the prior approval of both the adult advisor of that student group and the principal.
6. A hat or hood must not prevent a student's face from being *fully* visible. A teacher has the right to restrict the wearing of a hat or hood or temporarily confiscate a hat if it is not worn in compliance with the dress code or otherwise causes a disruption in the classroom.
7. Examples of clothing with representations that are inappropriate for school, illegal, or offensive to others and may not be worn include but are not limited to:
 - clothing that advertises cigarettes, alcohol or drugs
 - clothing that contains profanity, sexual innuendo, advocates violence, or offensive language, pictures or other representations
 - clothing deemed to advertise or represent groups or organizations that are unacceptable in school (Playboy, "Hooters", hate groups, etc.)
 - clothing containing discriminatory or harassing messages or symbols such as a confederate flag or a Nazi swastika

The definition of what is appropriate will be determined by school personnel. Students wearing clothing deemed inappropriate will be asked to change or cover the clothing item and may be sent home to change. The school reserves the right to change the dress code at any time for the purpose of student safety.

Hallway Passes

Students must have a pass to move from place to place within the building during class time. Failure to have a pass or abuse of such passes may result in the loss of pass privileges.

Insubordination

Insubordination is the act of a student deliberately disobeying a teacher, school administrator, and other school district staff member. Acts of insubordination will not be tolerated. Failure to comply with school district staff will result in varying levels of school discipline.

Internet Privileges (also see School District Policy #524 and One-to-One Laptop Handbook)

Students are expected to comply with all provisions of the school district's Internet Acceptable Use and Safety Policy and the One-to-One Laptop Handbook. In order to use the Internet at school, students must have a signed Internet Student Application and Internet Parent Approval forms on file. Students should always have school-related purpose for being on the Internet. Information downloaded from the Internet should be classroom related and approved by the classroom teacher. This requirement applies to any information from the Internet such as computer software, music, and

non-print images. Additional offenses or serious violations such as using the internet in school to view or download material that is obscene, vulgar or sexually explicit, or to bully or harass another person, may result in additional and more severe consequences as determined by the principal.

Level 2 Behaviors

Abusive Language

Students who use abusive language toward school staff, faculty, or fellow students will be subject to disciplinary consequences depending on the severity of the violation. Additional offenses may result in out of school suspensions or more serious consequences.

Academic Dishonesty (Cheating and Plagiarism)

Students found to have copied sections from books, encyclopedia, the Internet, or other sources and turned in this work, or the work of another person, as their own, will receive no credit and may be asked to re-submit the assignment. It is also academic dishonesty to share your work with another knowing that it will be plagiarized by another student. Students found to have cheated on assignments, exams, and/or other course requirements will receive no credit for that assignment or exam. Reductions or loss of credit due to cheating or plagiarism could result in a failing grade for the course. Academic dishonesty will be considered a violation of the “Good Standing” eligibility clause (Bylaw 206) of the MSHSL Code of Conduct and will result in an eligibility penalty.

Alcohol, Drugs and Tobacco (also see School District Policies #417, #418, #419, #506 and #598)

In compliance with state law, smoking, drinking, the use or possession of controlled substances including alcohol and tobacco (including e-cigarettes or “vaping” devices) and/or the possession of drug paraphernalia is not allowed anywhere in the building, school grounds, or on school-sponsored trips. Testing may include smelling of a student’s breath and/or the use of various tests, including the use of a breathalyzer by law enforcement personnel. All smoking, alcohol and drug incidents will also be subject to MSHSL rules and regulations.

Fighting on School Grounds

Students involved in fighting on school grounds will be suspended from classes for the remainder of the day and up to 5 or more days, depending upon the circumstances. Law enforcement officials may also be contacted and assault charges filed. Reoccurrence of fighting can result in expulsion. Students who find themselves in an argument or dispute with another student are encouraged to contact the school counselor or social worker to arrange for mediation, before a fight occurs.

Fire Extinguishers

Any student found removing a fire extinguisher from its holder and willfully discharging it without need will be suspended from school and assessed a \$25.00 recharging fee.

Gangs and Gang Activity

Gang representation, including but not limited to the following activities, is prohibited on school property and at any school activity:

- Wearing, possessing, displaying or distributing any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang or any group deemed by school authorities to be a gang.
- Committing any act or omission or using any speech or non-verbal gestures that show membership in or affiliation with a gang or any group deemed by school authorities to be a

gang.

- Using any speech or committing any act or omission in furthering the interests of a gang including, but not limited to: soliciting others for membership, requesting any person to pay for protection or otherwise intimidating or threatening any person, committing any illegal act or violation of school district policies or inciting another person to act with physical violence or threats towards another person.

Harassment/Bullying/Intimidation (also see School District Policy #514)

Dover-Eyota High School will not tolerate acts of harassment, bullying or intimidation, including the use of electronic devices and/or the Internet. We do not discriminate as a school nor do we allow symbols of discrimination (for example, the display of a Confederate flags or swastika.) Any students who engage in harassing behavior will be subject to prompt disciplinary action ranging from a warning to expulsion from school. If you believe you have been a victim of harassment, bullying, or intimidation at Dover-Eyota High School, please contact the principal's office or fill out the online report form.

Harassment - Sexual, Racial & Religious (summary of School District Policy #413)

Everyone at Dover-Eyota Public Schools has a right to feel respected and safe. It is our policy to prevent religious, racial or sexual harassment and violence of any kind 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 and expression, or disability. Such behavior by any pupil, teacher, administrator, or other personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

A harasser may be a student or an adult. Harassment may include the following when related to the above demographics/characteristics: name calling; jokes or rumors; pulling on clothing; graffiti; notes or cartoons; unwelcome touching of a person or clothing; offensive or graphic posters or book covers; any words for actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

An assaulter may be a student or an adult. Assault may include the following when related to the above demographics/characteristics. "Assault" is: an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

If any words or action make you feel uncomfortable or fearful, you should tell a teacher, counselor or principal. You may also make a written report. It should be given to a teacher, counselor or principal. Your right to privacy will be respected as much as possible. We take all reports of harassment or violence seriously and will take appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or harm you because you have reported.

Hazing (also see School District Policy #526)

In order to maintain a safe learning environment for all students, any student committing an act against another student, or coercing another student into committing an act that creates a substantial risk of harm to another person, in order for the student to be initiated into or affiliated with a student organization, will be subject to disciplinary action.

Off-Limits Areas

The following areas are off-limits during the school day without express permission from a staff member: parking lots, baseball and softball dugouts, the school forest area, school agricultural fields, or any other area where the student doesn't have a purpose and permission. Anyone on the roof of a school building without authorization is subject to a \$100 fine per the School Board fee and fine schedule.

Theft

Any student found to be guilty of theft of school or personal property will be turned over to law enforcement authorities in addition to receiving school consequences.

Truancy (Skipping Class) and Leaving School

Truancy is absence from one or more classes without having an acceptable excuse according to school district policy or state law and authorization from school officials. Truancy includes skipping part or all of one or more class periods. Students also may not leave school without permission from the office. Students who are truant from school or leave school without permission will be required to make up time missed outside of the regular school day and may also face other disciplinary consequences. Truancy may result in legal action.

Vandalism & Property Damage

School buildings and equipment are purchased by the taxpayers for educational purposes. If you accidentally damage something, please report it to a teacher or the office immediately. Students who destroy or vandalize school property will be required to pay for losses or damages. Willful damage to school district, staff or student property will also result in disciplinary action and may include the involvement of law enforcement authorities. According to Minnesota statute, parents of students involved in vandalism are liable for any damage sustained. Willful damage to property, even when off school grounds, if related to school events or activities (e.g. athletic events, Homecoming, Snoball, Prom, graduation), will result in school disciplinary action.

Weapons, Explosives and Dangerous Objects (also see School District Policy #501)

No student shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon, real or replica, on school grounds or buses at any time. This rule applies to firearms, explosives including firecrackers, any knife or dangerous object. This policy also pertains to any person associated with the individual at the time they are observed with a weapon, explosive or dangerous object.

Behavioral Support and Disciplinary Consequences

The specific consequences imposed for violations of the school code of conduct will be at the discretion of the school administration and will depend on factors including but not limited to: the level of disruption to the educational process, the seriousness and/or illegality of the infraction, the student's prior behavioral history, the potential threat to the safety of others in the school. The following guidelines are examples of possible disciplinary consequences and behavioral support interventions that may be used:

- Conference with student
- Restitution
- Reinstruction in rules and expectations
- Community service within our property
- Parent/guardian contact
- Confiscation of prohibited item
- Meeting with parent/guardian
- Lowered grade or no credit (for cheating/plagiarism only)
- Loss of bus privileges
- Alternative academic assignment
- Removal from classroom for one or more class periods
- Loss of lunchroom privileges/assigned seats
- Lunch detention
- Referral to school counselor and/or Student Assistance Team (SAT)
- After school detention
- Referral for chemical dependency evaluation
- Assignment to After School Program
- Referral to Olmsted County Truancy Intervention Program
- In-school suspension (ISS)
- Report to Olmsted County Sheriff's Dept
- Out of school suspension (OSS)
- Expulsion
- Placement in alternative educational setting
- Student behavior contract
- Mediation conference

DOVER-EYOTA HIGH SCHOOL/MIDDLE SCHOOL FACULTY & STAFF

Notice: Pursuant to school district policy #404, the school district conducts an employment background check upon hiring for all Dover-Eyota faculty and staff.

Phone Number 545-2631 or 866-847-9863 from Dover

Teaching Staff	Room	Extension	Subject	Email Address
Lora Allen	115	249	Special Education	LoraAllen@deschools.org
Ryan Anderson	118	227	Band	RyanAnderson@deschools.org
Tim Andring	209	198	Grade 6/ Act. Dir.	TimAndring@deschools.org
Bryanna Anderson	Gym	229	Health/ PE	BryannaAnderson@deschools.org
Joe Baures	202	224	English	JoeBaures@deschools.org
Carol Benish	117	253	Special Education	CarolBenish@deschools.org
Anne Buezis	106	210	Social Studies	AnneBuezis@deschools.org
Logan Clark	214	222	English	LoganClark@deschools.org
Ashley Crowson	110	286	Agriculture	AshleyCrowson@deschools.org
Jill Davis	208	145	Grade 6	JillDavis@deschools.org
Paula Griffin	206	235	Math	PaulaGriffin@deschools.org
Shauna Groski	117	250	Special Education	ShaunaGroski@deschools.org
Damon Hammel	210	223	Grade 6	DamonHammel@deschools.org
Aimee Hampton	119	226	Vocal Music	AimeeHampton@deschools.org
Brian Harris	113	239	Science/ Math	BrianHarris@deschools.org
Brian Hasleiet	205	263	Business Education	BrianHasleiet@deschools.org
Brooke Hasleiet	111	209	English	BrookeHasleiet@deschools.org
Jon Hauswald	108	283	Math	JonHauswald@deschools.org
Peter Hintz	213	217	English	PeterHintz@deschools.org
Stephanie Holliday	204	264	Business Education	StephanieHolliday@deschools.org
Becky Kromminga	117	251	Special Education	BeckyKromminga@deschools.org
Paul Merten	Gym	255	Health/ PE	PaulMerten@deschools.org
JB Mathison	207	231	Grade 6	JBMathison@deschools.org
Steve Moericke	112	218	Science	SteveMoericke@deschools.org
Brandi Pagel	114	234	Science	BrandiPagel@deschools.org
John Pittenger	201	207	Social Studies	JohnPittenger@deschools.org
Jon Renken	203	219	Math	JonRenken@deschools.org
Tami Rhea	Media Center	151	Media	TamiRhea@deschools.org
Xavier Riser	109	287	Industrial Tech.	XavierRiser@deschools.org
Ryan Scheevel	Gym	240	DAPE	RyanScheevel@deschools.org
Julie Schmidt	124	241	Art	JulieSchmidt@deschools.org
Sidney Schott	Gym	262	PE	SidneySchott@deschools.org
Marianne Shira	211	220	FACS	MarianneShira@deschools.org
Sara Smith	212	230	Special Education	SaraSmith@deschools.org
Steven Tauer	107	236	Social Studies	StevenTauer@deschools.org
Rachel Thoma	105B	260	Spanish	RachelThoma@deschools.org
Alverto Vera	123	206	Social Studies	AlbertoVera@deschools.org
Dan Vrieze	215	221	Math	DanVrieze@deschools.org
Catherine Wellner	118		Grade 6 Music/ Band	CatherineWilcox@deschools.org
Emily Zinck	116	237	Science	EmilyZinck@deschools.org

OFFICE STAFF

Name	Extension	Position	Email Address
Diane Welch	200	High School Secretary	DianeWelch@deschools.org
Ann Frericks	208	Middle School Secretary	annfrericks@deschools.org
Jennifer Pagel	247	MS/HS Nurse	JenniferPagel@deschools.org

SUPPORT PERSONNEL

Sarah Carlson	205	High School Principal	SarahCarlson@deschools.org
John Ostrowski	268	Middle School Principal	JohnOstrowski@deschools.org
Tim Andring	198	Activities Director	TimAndring@deschools.org
Heather Lyke	404	Director of Teaching & Learning	HeatherLyke@deschools.org
Ryan McRae	212	School Counselor	RyanMcRae@deschools.org
Katie Johnson	213	School Social Worker	KatieJohnson@deschools.org

TECHNOLOGY SUPPORT

Bryan Berg	433	Technology Director	BryanBerg@deschools.org
Nathan Masching	431	Technology Coordinator	NathanMasching@deschools.org

PARAPROFESSIONALS

Paula DeRouin	249		PaulaDeRouin@deschools.org
Colleen Dietz	233		ColleenDietz@deschools.org
Jessica Grobe	230		JessicaGrobe@deschools.org
Mary Hansen	233		MaryHansen@deschools.org
Jessamy Jones	233		JessamyJones@deschools.org
Mary Trogstad	249		MaryTrogstad@deschools.org

CUSTODIANS

Harry Zietler	238		HarryZietler@deschools.org
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FOOD SERVICE

Amy Renken	242	Director	AmyRenken@deschools.org
Diane Helgerson	259	Operations Manager	DianeHelgerson@deschools.org
Naomi Dunlay	259	Lead Cashier	
Dan Archer	259	Cook	
Polly Johnson	259	Cook	
Rebecca Burt	259	Cook's Helper	
Rose Conway	259	Cook's Helper	
Dawn Wooner	259	Cook's Helper	

Coaching Staff

FALL SPORTS

Football

Head Coach: Jon Hauswald
Assistants: Ryan Fogarty, Mark Boone
JV: Aaron Gust, Brian Scranton
7th & 8th: Josh DeFrang, Ricky Smith

Cross-Country

Head Coach: Julie Nelson
Assistant Coach: Tyrel Clark

Boys Soccer

Head Coach: John Pittenger
Assistant Coach: Ryan McRae, TBD

Volleyball

Head Coach: Sam Hanley
JV: Melanie Munroe
9th: Jordan Meyers
7th & 8th: Meredith Clark, TBD

Girls Soccer

Head Coach: Aaron Johnson
JV: Nate Asper
"C": Kylie Lacey

Cheerleading

Head Coach: TBD

WINTER SPORTS

Boys Basketball

Head Coach: TBD
JV: TBD
9th: Dustin Kraft
"C": Jon Hauswald, Chris Matejka

Wrestling

Head Coach: Brian Lehnertz
Assistants: Aaron Gust, TBD

Girls Basketball

Head Coach: Brian Harris
JV: Tom Suprenant
9th: Jessica Grobe
"C": Leeann Mickow; Jacob Robinson

Dance Team:

Head Coach: Audrey Schwieder
JV: TBD

SPRING SPORTS

Golf

Head Coach: Rebecca Simataa
Assistant Coach: Ryan McRae

Baseball

Head Coach: Brad Wick
JV: JB Mathison
"C": Ben Haag, Chris Matejka

Track

Head Coach: Tim Andring
Assistants: Lisa Kelley, Kylie Lacey, Madison Nelson

Softball

Head Coach: TBD
JV: TBD
"C": TBD, TBD

Advisors for Academic Teams, Clubs & Other Activities

Acappella (*Minor Details*) – Aimee Hampton
Clay Target – Todd Rowekamp; Isaac Karow
Close Up – John Pittenger
Colorguard – Gwen Rosenbush
Girls Who Code – Tami Rhea
Graduation Coordinator – Becky Kromminga
FFA – Ashley Crowson
Knowledge Bowl – Alberto Vera
Math League – Brian Harris
Model Assembly/Model UN – Alberto Vera
National Honor Society – Rachel Thoma

Page Masters – Tami Rhea
Pep/Jazz/Marching Bands – Ryan Anderson
Peer Helpers – Katie Johnson
Prom Coordinator – TBD
Robotics – TBD
Spanish Club – Rachel Thoma
Student Council – TBD
Theatre/Musical Director – Aimee Hampton
Yearbook (HS) – Katie Johnson
Yearbook (MS) – Tara Dabelstein

Grades 7-12 Schedule

Monday, Tuesday, Thursday, & Friday	
Grade 7 & 8	Grades 9-12
Period 1 (8:15-9:08)	Block 1 (8:15-9:43)
Period 2 (9:12-9:55)	Brunch (9:43-10:00)
Period 3 (10:00-10:43)	Block 2 (10:00-11:30)
Period 4 (10:47-11:30)	
Lunch (11:30-12:02)	Block 3 (11:35-1:03) Band/ HS Skinnies 11:35 AM – 12:18 Band/Choir Lunch 12:18 – 12:45 Choir/ HS Skinnies 12:49 – 1:32
Period 5 (12:02-12:45) *6th Grade lunch at 12:13	
Period 6 (12:49-1:32)	Lunch (1:03-1:32)
Period 7 (1:37-2:20)	Block 4 (1:37-3:07)
Period 8 (2:24-3:07)	

Wednesday Late Start	
Grade 7 & 8	Grades 9-12
Period 1 (9:15-10:04)	Block 1 (9:15-10:29)
Period 2 (10:09-10:44)	Brunch (10:29-10:49)
Period 3 (10:49-11:24)	Block 2 (10:49-12:03)
Period 4 (11:28-12:03)	
Lunch (12:03-12:34)	Block 3 (12:08-1:22) Band/English Skinnies 12:08 – 12:43 Band/Choir Lunch 12:43 – 1:09 Choir/English Skinnies 1:13 – 1:48
Period 5 (12:34-1:09) *6th Grade lunch at 12:38	
Period 6 (1:13-1:48)	Lunch (1:22-1:48)
Period 7 (1:53-2:28)	Block 4 (1:53-3:07)
Period 8 (2:32-3:07)	

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student’s participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student’s learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student’s School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student’s school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading MCA/MTAS Science

MCA/MTAS Mathematics ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2