

**2026-2027**  
**Sleepy Eye High**  
**School Student**  
**Handbook**



**SLEEPY EYE PRIDE**

## Board approved 4/8/2026

| PLC Early Out Dates |
|---------------------|
| October 7, 1:00     |
| October 14, 1:00    |
| November 18, 1:00   |
| November 25, 1:00   |
| January 22, 1:00    |
| February 12, 1:00   |
| March 24, 1:00 PM   |

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Si usted no entiende partes de este documento, se le hara disponible una traduccion. Por favor llame a la Oficina de la Secundaria al 507-794-7904 para solicitar la ayuda de la traduccion.

Should you not understand portions of this document, translation will be made available to you. Call the High School Office at 507-794-7904 to make the request for translation assistance.

# **INDEPENDENT SCHOOL DISTRICT 84**

## **MISSION STATEMENT**

Provide engaging and individualized educational opportunities to diverse learners for their growth and success.

## **VISION**

- A school district of Excellence for learning and teaching.
- An aligned and relevant curriculum that meets individual student needs.
- A positive, respectful and safe environment.
- Growth through attraction and sustainability through sound management.
- Confidence in and support for our school district by students, parents, staff, business and community.

## **STUDENT HANDBOOK POLICY NOTES**

1. This handbook and its contents are reviewed annually. The School Board approved this handbook at the July 22, 2026, meeting.
2. This handbook may, with School Board approval, be changed or amended during the school year. Changes will be posted in the office of the principal and on the school's web site. The school's web site is [www.sleepyeyeschools.com](http://www.sleepyeyeschools.com). If you have any questions about a provision, contact the principal.
3. A pupil may be dismissed on any of the following grounds:
  - Willful violation of any reasonable school board regulation
  - Willful conduct that significantly disrupts the rights of others to an education
  - Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

4. Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.
5. Eligibility for participation may be limited by academic standing, disciplinary matters, or enrollment status. If you have any questions about eligibility for participation in any aspect of the educational program, contact the principal.
6. Violations of any school discipline rule may result in the loss of privileges, suspension, detention or other consequences.
7. School Administration reserves the right to amend school rules as they determine necessary and appropriate to the situation.

## **DAILY SCHEDULE:**

### **BELL SCHEDULE 5 DAYS A WEEK**

|                           |                                       |
|---------------------------|---------------------------------------|
| School Start Warning Bell | 7:55 am                               |
| Period 1                  | 8:00 - 8:46 am                        |
| Period 2                  | 8:49 - 9:45 am MMB 7-9 8:46 – 8:56    |
| Period 3                  | 9:48 – 10:34 am MMB 10-12 9:35 – 9:45 |
| Period 4                  | 10:37 – 11:23 am                      |
| LUNCH 7-9/Period 5        | 11:26 - 11:50 am 11:53 – 12:39        |
| Period 5/LUNCH 10-12      | 11:26 - 12:12 pm 12:15 – 12:39        |
| Period 6                  | 12:42 - 1:28 pm                       |
| Period 7                  | 1:31 - 2:17 pm                        |
| ADVISORY                  | 2:20 - 3:01 pm                        |
| Dismissal Time            | 3:01 pm                               |

**EARLY OUT AT 1:00 PM SCHEDULE:**

|          |                  |           |              |
|----------|------------------|-----------|--------------|
| Period 1 | 8:00 - 8:35 am   |           |              |
| Period 2 | 8:38 - 9:13 am   | MMB 7-9   | 9:13 – 9:23  |
| Period 3 | 9:16 - 10:01 am  | MMB 10-12 | 9:51 - 10:01 |
| Period 4 | 10:04 – 10:39 am |           |              |
| Period 5 | 10:42 - 11:17 am |           |              |
| Period 6 | 11:20 - 11:55 am |           |              |
| Period 7 | 11:58 - 12:33 pm |           |              |
| LUNCH    | 12:33 - 1:00 pm  |           |              |

**LATE START SCHEDULE:**

|                      |                  |               |
|----------------------|------------------|---------------|
| Period 1             | 10:00 - 10:36 am |               |
| Period 2             | 10:39 - 11:15 am |               |
| Period 3             | 11:18 - 11:54 am |               |
| LUNCH 7-9/Period 4   | 11:57 - 12:21 pm | 12:24-1:00 pm |
| Period 4/LUNCH 10-12 | 11:57 - 12:33 pm | 12:36-1:00 pm |
| Period 5             | 1:03 - 1:39 pm   |               |
| Period 6             | 1:42 - 2:18 pm   |               |
| Period 7             | 2:21 - 3:01 pm   |               |

**2026 - 2027**  
**LIST OF ADVISORS**

**Grade 7**

**\*\*Cory Haala – 206**  
Deb Reinarts – 114  
Abigail Schmitz – 116

**Grade 8**

**\*\*Mindy Berkner - 210**  
Katie Emmett - 122  
Art Teacher (Sem 2) – 207

**Grade 9**

Mary Helget – 155  
Paul Hendrickx – 119  
**\*\*Ashley Maher - 113**

**Grade 10**

Sydney Geiger - 134  
Laura Petersen - 205  
**\*\*Caitlyn Pietig - 203**

**Grade 11**

Alyssa Mitchell - 117  
Aaron Nesvold - 209  
**\*\*Troy Vangsness - 202**

**Grade 12**

Zoe Macklanburg - 204  
Brianna Peitso - 115  
**\*\*Kevin Schneider - 208**

**\*\* = Head Advisor**

## GENERAL STUDENT INFORMATION

All students, regardless if participating in school activities or not, will be affected by the academic eligibility guidelines on page 36 of this handbook. All students maintaining good academic standing is a priority for Sleepy Eye High School and privileges such as attending school activities, dances, and using the weightroom will not be afforded to students who are not in good academic standing. Passing classes will be the students' foremost priority.

### Age of Majority

In accordance with legislation, the following policy shall govern students over 18 years of age:

- 1) Any student, regardless of age, who resides with his/her parents, must have parental verification on all absences and other requests for dismissal from school.
- 2) No student, regardless of age, may serve as a chaperone for another student.
- 3) High School League Training rules, ISD 84 policies and SEHS expectations are still considered in effect whether the student is over or under 18.
- 4) The conduct of all students under 22 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations as adopted by the local Board of Education.

### Beverages

Only water bottles and beverages sold in the school's glass front beverage vending machines will be allowed in the classrooms during the school day.

### Bus Safety Information/Rules

According to the Minnesota School Bus Safety law, **riding the school bus is a privilege, not a right**. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop whether for regular daily transportation, extra-curricular activities, field trips or community education trips. **A hand written note from the parent or guardian of the student will need to be given to the bus driver in order to ride a different bus or be a guest of a child on that bus. If a note is not provided, the child will not be able to ride the bus.** Students who walk to school or arrive by car are asked to **use the crosswalks** where the school patrol is monitoring the intersection. Motor vehicles should also observe the No Parking signs between 8 a.m. and 3:30 p.m. on school days due to the number of bus shuttles that use the area. Cars are requested to stay out of the area where buses load and unload. For those who violate the signs or this procedure, a ticket can be issued by the local police department. Bus safety training will be given during the first month of classes for students preschool through 10<sup>th</sup> grade. All school bus/bus stop misconduct will be reported to the Building Principal. Consequences for school bus/bus stop misconduct will be imposed by the Building Principal. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. If you have a concern about behavior on the bus or a driver, please contact the school or Sleepy Eye Bus Service immediately rather than wait until the end of the year. No problem is minor.

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

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. **If you plan to ride a different bus or be a guest on a bus, you need a handwritten note from your parent or guardian to give to the driver when you board the bus. If a note is not provided, the child will not be able to ride the bus.**
3. Respect the property of others while waiting at your bus stop.
4. Use arms, legs and belongings appropriately.
5. Use appropriate language.
6. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you BEFORE crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco or drugs.
11. No throwing of objects at vehicles passing by.

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

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. No standing in aisles or on seats while the bus is stopped or in motion.
4. Talk quietly and use appropriate language.
5. Keep all parts of your body inside the bus.

6. Use arms, legs and belongings appropriately.
7. No fighting, harassment, intimidation or horseplay.
8. Do not throw any object.
9. No eating or drinking on the school day bus routes.
10. No use of alcohol, tobacco or drugs on the bus.
11. Do not bring any weapon or dangerous objects on the school bus.
12. Do not damage the school bus.
13. Students K-6 sit in front of the wheel well of the bus.
14. Be respectful of other students and belongings.
15. No flash photography on evening routes will be allowed.

#### **Consequences for School Bus/Bus Stop Misconduct:**

1. First offense will result in a letter being sent to the parents from the home school principal followed by a phone call.
2. Second offense will result in a minimum **suspension of five school days** of bus service for the student(s) responsible.
3. Third offense will result in a denial of bus riding privileges for the remainder of the year. A conference is set up with the parents, student, school administrator and Sleepy Eye Bus Service representative, if needed.
4. Physical violence between students or a weapons violation will result in automatic suspension.

#### Canine Inspections

The SEHS campus and adjoining areas are routinely inspected by detection canines for prohibited substances, any other items not appropriate for school in order to provide a safe learning environment.

#### CLEP Exams

Students have the option to take CLEP exams. Passing CLEP exams allows students to earn college credits without taking the college course. If interested in finding out more about CLEP exams, contact the Guidance Counselor.

#### Dances

All dances must be preapproved by the principal. Dances are open to SEHS students enrolled in grades 7-12. Any student who wishes to bring a guest to a dance must register the guest in the High School Office two full days prior to the day of the dance so that school enrollment can be verified. Students wishing to attend a dance must be in attendance for the entire school day, serve any detention which was assigned for the day of the dance, and not have an unexcused absence to any part of the school day to be eligible to attend the dance.

Students who are removed from class, had ISS or OSS on the day of the dance are not eligible to attend the dance. No outside beverages/beverage containers will be permitted into a school dance.

Once a student leaves the dance, they may not return. All school expectations and policies including school dress code are in effect at dances.

There will be no admittance to the dance after 10:15 p.m. Dances will not last beyond 12:00 a.m.

#### Electronic Device Expectations

Students will only be able to use their electronic devices during their defined lunch period.

Outside of a student's defined lunch period electronic devices are not to be on person and must be out of sight. Students can keep their electronic devices in their locker, which should be locked. Or, students can store them in their backpack.

Upon dismissal to lunch, students can get electronic devices from their locker, or their backpack. When lunch is over, students need to return their electronic devices to their locker, or backpack until the end of the school day.

Should students choose to violate this expectation they have the following options.

- First violation
  - Confiscated for three consecutive days
  - Turn device into the office daily until completing 2 hours of community service
  - Pay a \$10 fine
- Subsequent violations
  - Confiscated for four consecutive days
  - Turn device into the office daily until completing 4 hours of community service
  - Pay a \$20 fine

Should we run into issues with student use of electronic devices or, if we run into bullying/harassment of students by other students, or “ghost” social media accounts that are making disrespectful posts about staff, students, or the school, electronic devices will be completely banned for the entire school day.

### Electronic Media and Social Networking Sites

As a student at Sleepy Eye Public School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Sleepy Eye Public students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a Sleepy Eye Public student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

Guidelines for Students - These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment. As a student at Sleepy Eye Public you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes the property of the website and public record.
2. Be aware that community members, family and potential current and future employers and college admissions, offices often access information you place on on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employers or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.
4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like “Google” or “Yahoo” may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. Whoever is the “adult” (over 18) responsible for the contracts, computers, phone lines, etc...is liable (civil and criminal) for your actions as a minor as well.

### Things Students Should Avoid:

1. Derogatory language or remarks about our students, teammates, school personnel and our community at large; as well as teachers, coaches, student athletes, administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party (including support of demeaning statements and threats). Don't respond to these.
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
6. Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is the anything you post online enters the public record. You never know who may be looking and when.

Students, Parents, and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

#### Emergency Building Evacuation

When the building fire alarm is sounded or an announcement is made over the PA system, all students and staff are to exit the building according to the fire exit instructions posted in each classroom. The building must be evacuated as soon as possible. Do not take coats, open lockers, or touch anything that is foreign in your surroundings. Students must move at least 100 feet from the building. If the weather is bad, the neighboring churches and others schools who have not been threatened will be open for you. Building administration will notify staff and students when the building is ready for occupation.

#### Emergency Drills (Fire/Severe Weather/Lockdown)

Fire drills are organized and held from time to time for the protection of all persons in the building. Students must cooperate by observing the following rules:

- a) Give full cooperation to the teachers in organizing rooms for fire drills.
- b) The first person out of the classroom holds the door open until all students have left the classroom and the last person out of the classroom should close the door.
- c) Leave the room in an orderly manner.
- d) Hold talking to a minimum when leaving and returning to the building.
- e) On signal, return to the building in an orderly manner.
- f) A minimum distance from the building shall be 100 feet.

Severe weather drills are also organized to protect all persons in the building. Students are to move to their assigned areas as quickly and quietly as possible.

If conditions warrant, students are to assume a protective position. If you are against a wall, sit down and put your head between your knees with your hands over your head. If you are not near a wall, get down on your knees and elbows with your hands over your head.

Lockdown drills are also conducted for the protection of all persons in the building. By State Statute, SEHS is to conduct 5 lockdowns each school year. Students are to follow staff member instructions when the building goes into lockdown. Students not in classrooms when the building goes into lockdown are to find and seek shelter at the nearest possible location and remain there until the lockdown has ended. It is a violation of state and federal law to turn in a false alarm of an emergency. Violators will be referred to the appropriate law enforcement authorities

#### Fees

1. Shop and lab fees may be issued in some classes.
2. Physical Education lock deposit-students enrolled in Physical Education will be required to make a deposit of \$5 for a combination padlock. The \$5 will be refunded at the end of the school year provided the lock is returned in good condition.
3. Textbook and library fines – Fines will be assessed for lost or badly damaged books.
4. Some classes may include a fee to partially offset the cost of class activities, such as field trips.

#### Field Trips/Class Trips

Students will be required to present to the sponsoring instructor, prior to departure, a permission slip signed by parent/guardian for all field trips that are not a routine expected part of the established curriculum OR extend beyond class times. Students may not arrange their own transportation to or from field trips. Appropriate attire as defined in the SEHS Student Handbook is required for field trips/class trips.

Any field trip which is not related to a specific course will require that students must be doing passing work in all classes to attend.

Any field trip which is related to a specific course, the teacher heading up the activity will need to look at each individual student and work with the students other teachers to determine if the student should really attend the field trip. Factors that should be considered are attendance, attitude, and overall percentage of points earned.

#### Food/Lunch Period

SEHS is a closed campus. All students in grades 7-12 must remain on school grounds and in the Cafeteria during the lunch period. A parent cannot excuse their son or daughter to go home to eat or to pick up any items the student may have forgotten during the lunch period. The student can call the parent and have these items delivered to school.

In regards to food brought to school from home, the Minnesota State Department of Health guidelines do not provide for the sale/distribution of homemade treats on school premises. Food items that will be made available to students must be purchased from a bakery or store. All candies should be individually wrapped.

Lunch accounts are to remain in good standing. The following are the guidelines for student lunch accounts:

- a) Prepayment is strongly recommended.
- b) When a meal account is approaching a low balance, a notice will be sent to the parent or legal guardian.
- c) When an account has a \$0 balance, a notice will again be sent to the parent or legal guardian.
- d) When an account has reached a negative balance of \$10, a modified meal will be made available to the student in lieu of the regular meal. A modified meal will be defined as a peanut butter or cheese sandwich and a carton of milk. The cost of the modified meal will be .50 cents per day.
- e) A modified meal will continue to be made available to the student until the balance has been paid in full.
- f) Failure to remit payment to the district for charges associated with school meal(s) before the end of the school year will result in the district seeking repayment, delinquent accounts will be turned over to a collection service and may include reconciliation via small claims court.
- g) Any unused funds will be refunded to graduates in June.

The cafeteria is available for all to use. Please help make this a pleasant area by doing the following:

1. Deposit all lunch or snack bar litter in wastebaskets (including gum).
2. Return trays and all silverware to the dishwasher area.
3. Treat other students and staff members with respect.
4. Treat school and personal property with respect.

**Please help keep our building clean by picking up after yourself, and cleaning up spills.**

#### Gifts

On special holidays, the High School Office will not deliver flowers, balloons, etc. to students or staff. Flowers, balloons, etc. may be brought to the building after lunch and students can pick them up after school is dismissed for the day.

#### iPADS

Sleepy Eye High School has committed to a 1-to-1 iPad initiative. Students are not liable for Accidental Damage including Drops/Cracked Screens/Liquid Spills, Liquid Submersion, Theft, Fire/Flood Damage, Vandalism, Natural Disasters, Power Surge Due to Lightning. Students will be liable for intentional damage.

#### Locks/Lockers

Each student is issued a locker and a combination padlock. Each student is expected to use their locker and padlock. Students will not share their locker with other students, nor will students share their locker combination with other students. Administration and other school staff will not aid a student to gain access to another student's locker.

Lockers and locks are assigned for students to use during the school year. It is the student's responsibility to keep the locker clean inside and out. Only school appropriate items are to be stored in your locker during the school day. The following rules apply to locker use:

1. Students are discouraged from bringing money and valuables to school and leaving them in their locker.
2. The lock assigned to you will help prevent theft or vandalism in your locker. You must use a school lock.
3. Do not change your locker location! Always keep your assigned locker.

4. Do not go into another student's locker.
5. Report any thefts or damage immediately to the office. Report theft of valuable items to the police also.
6. Do not write on your locker, use stickers, or in any other way damage or deface yours or anyone else's locker.

If you do not follow the above lock and locker use guidelines, or if you damage your locker, the locker or property of another student, or take something which does not belong to you, you will receive detention, or suspension. You will also pay for any damages or replacement costs relating to the locker or its contents. Theft and vandalism will also be reported to the police.

**Surveillance camera viewing requests made by students to determine responsibility for items taken out of a locker will not be approved unless the student's locker was locked with a padlock issued from the school.**

#### Lost or Damaged Books and Equipment

A fee will be assessed to students for lost or damaged textbooks, workbooks, library books and other school owned equipment damaged or lost when assigned/issued to the student.

#### Media Center

The High School Media Center is open from 8:00 a.m. to 3:01 p.m. each school day. Books may be borrowed for a period of two weeks.

#### Nuisance Items

Nuisance items such as sunflower seeds, squirt guns, water balloons, snowballs, air horns, laser pointers, and shock delivering devices significantly disrupt the learning environment and are strictly prohibited from being on school district property. The items will be permanently confiscated. The student may also receive additional consequences.

#### Parking Lot Use

Students are encouraged to take the bus, car pool, or walk to school (if you live close enough). Students are encouraged to use the school parking lot if driving to school. Students are to park in lined spaces only. Students are not allowed to park in areas marked for visitors and fire lanes. Students may not ride motorcycles or ride in or occupy cars or any other vehicle during the school day, including morning break and lunch time, without permission from the administration.

Students who park in prohibited areas will have their car towed at the expense of the owner. You are expected to drive safely and not put others in danger. Accidents, thefts or vandalism should be reported to the office or police immediately. Students who do not follow these rules will lose their privileges, receive detention or a suspension. Students who speed or drive carelessly will be reported to the police.

#### Posters

All posters placed in the building must be approved by the building principal. Only posters promoting school sponsored activities, non-profit activities, and notices of general interest to the students shall be considered. The displaying of political posters will be strictly prohibited in school and at all activities.

#### Presence on School Property

Minnesota law relating to trespassing on school property:

It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle, or secondary school building unless the person:

1. is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
2. has permission or an invitation from a school administrator to be in the building;
3. is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
4. has reported his/her presence in the school building in the manner required for visitors to the school.

It is a misdemeanor for a person to enter or be found on school property after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person written permission to return to the property.

#### PROM

Prom is a Junior and Senior event. Sophomores may attend if s/he is a date of a Junior or Senior — there will be no "Sophomore couples". Someone under the age of 15 is not allowed to attend as a date. Someone age 21 or older is not allowed to attend as a date. Students from the Riverbend ALC

are welcome to attend as a date of a SEHS Junior or Senior as long as age/grade requirements are met. **The SEHS student bringing a guest from another high school must submit the guest's information form to the high school office one week prior to the date of Prom.** Students from other high schools or teens not currently attending/enrolled in a high school are also welcome to attend as long as the age/grade requirements are met. All non-SEHS young people (dates) are the responsibility of the SEHS Junior or Senior student who asked him/her to the Prom. If either young person is asked to leave or is escorted out by school staff, his/her date will leave also with the parent/guardian of the SEHS student being called. There is a "behavior expectation" for all who are attending our Prom. If this expectation is not followed or respected, those young people will not be allowed to stay at Prom or attend the After Prom Party. Attendees violating expectations will be disallowed from attending future proms.

#### Right of Appeal (FERPA)

If a student feels their rights have been violated, they should first bring the matter to the attention of the building principal, unless the alleged violation involves this person. If the principal is involved or an appeal of a principal's decision is desired, the case may be brought to the Superintendent of Schools, and further appeal may be made to the Board of Education.

#### Search of a Student

The personal possessions of students 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.

#### School Closings

All school closings and extra-curricular postponements will be announced through our school's email/phone notification system.

#### Student Council/Class Officers

Student Council is the student leadership organization at SEHS. The Student Council is made up of student representatives from each grade. School-wide elections for President and Vice President are held each spring. Any Student Council members or Class Officers violating MSHSL expectations will lose their leadership positions. Student Council members can also lose their leadership positions if participating in academic dishonesty.

#### Student Planners

Student planners will be made available to each student at Sleepy Eye High School. Students are strongly encouraged to use the planners. Some teachers may require students to carry the planner as a part of the class being taught or for certain classroom privileges, including leaving the room during class. If a student loses his/her planner, additional planners are available in the High School Office.

#### Student Records

Upon request to the Principal or Counselor, an individual shall be informed of the content and data without any charge to him. After an individual has been so informed, data need not be disclosed to him for six months thereafter unless a dispute or action pursuant to this section is pending. This clause does not apply to data on individuals which is defined by statute as confidential or to records relating to the medical or psychiatric treatment of the individual.

#### Student and Staff Member Communications

Face-to-face communication with administrators, teachers, coaches, advisors and staff is the preferred method of communication. When limitations do not permit face-to-face communication, students/parents shall utilize school-approved mediums ONLY for communication, such as district phones, voicemail and email.

#### Student Privacy

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

The procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. 1232g, et seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

The complete policy including definitions, classifications, statement of rights and disclosure of educational records are available on the District website or upon request to the Superintendent's Office.

### Textbooks

Our school offers the use of textbooks, workbooks and lab manuals. These are available to all pupils without any charge. The school will charge an appropriate replacement fee for textbooks, workbooks or lab manuals lost or damaged by students.

### Unlawful Behavior

Students found guilty of violating a state or federal law may forfeit their opportunity to represent SEHS in public performances and events including Prom and Commencement exercises.

Students who have demonstrated unacceptable/inappropriate citizenship in the school or community during grades 7-12 of high school may forfeit their opportunity to participate in school activities and events. Examples of unacceptable citizenship include: acts of violence, acts of damage to school or community buildings, offenses including drugs and alcohol and other instances of significantly unacceptable misconduct. The high school administration will have the discretion in making the final decision.

### Video Monitoring

SEHS uses video monitoring equipment for surveillance of school buildings and property.

### Visitors to School Building

Protocol for entering the building (main entrance Door #2) during the school year for all Visitors/Parents/Others:

1. Report to the office assistant at the Elementary Office Window.
2. Present your Driver's license for ID verification.
3. Sign in and receive a Visitor badge.
4. Identify the individual that you want to see or have an appointment with.
5. No visitor or parent will be allowed in the school building without proper identification/visitor badge.

While school personnel enjoy visiting with Sleepy Eye graduates from previous school years, it is school district policy to not have recent graduates visit school personnel during the defined student contact day – 8:00 am to 3:01 pm. Recent graduates wishing to visit with school personnel in the school will need to do so before 8:00 am or after 3:01 pm. They will also need to contact school district administration at least one day prior to the date of the visit. The recent graduate must identify the specific school district employee (s)he wishes to visit, the reason for such visit, and the date as well as expected time of arrival and departure of the visit.

Students wishing to bring guests to school must receive the permission of an administrator along with any teachers that will have the guest in their classroom, two days prior to bringing their guest to school. Permission from the parents of both students is also required. No visitors will be permitted on the days preceding or following vacation periods. Visitors will not be permitted during test days, or the last five days of school.

### Yearbook

The yearbook is a pictorial history of the school year. It is available to students and community members at a price of \$50.00 per book, and ordered online at Jostens.com.

Any student who wishes to have their "class picture" excluded from the yearbook must make this request in writing to the Principal's Office no later than the last day in September.

## **HEALTH OFFICE INFORMATION**

Sleepy Eye Public Schools is dedicated to the health, wellness and safety of all students and staff members. The development, review and responsibility of these Health Policies and Procedures are done by the School Nurse, our Superintendent/Principal and school board. If students or parents have health issues, injury reporting, or medication administration needs please report to our School Nurse or Elementary Principal. Our School Nurse office hours may vary so please contact the Elementary office to reach our Nurse's Office.

School Nurse provides basic health services such as illness/injury assessment, oversees medication administration, immunization record checks, screens for basic vision and hearing, presents to classes on various health topics as requested, presents puberty class to 4<sup>th</sup> & 5<sup>th</sup> graders each spring, assists with Pre-K screening, develops Individualized Health Care Plans and Emergency Health Plans as needed for medical conditions.

### Illness

To prevent the spread of illness or any communicable disease, a student should be kept home if they have any of the following:

- A contagious disease, such as chicken pox, strep throat, or impetigo are some examples: (Exclusion for pink eye (viral or bacterial) is no longer recommended unless the student also has a fever or is too uncomfortable to be in school).
- Vomiting or Diarrhea, must be 24 hours since last episode to be able to return back to school.
- Undiagnosed Rashes.
- Elevated temperature of 100 degrees or greater, must be fever free for 24 hours prior to returning to school.
- Completed 24 hours of a prescribed antibiotic prior to returning to school.

Should a student become ill while at school and unable to attend classes, the student MUST report to the Nurse's office to be evaluated prior to going home with a parent to determine if they may be excused due to illness. Parents should make arrangements for their student to be picked up within 30 minutes of being notified. If a parent or emergency contact cannot be reached or does not respond to a phone call/messages within 30 minutes, the police will be notified and asked to do a welfare check on the home of the parents/guardians. Please notify Nurse's Office as soon as possible of any Communicable illnesses. Parents will then be informed of the procedures for returning to school (see Communicable Diseases).

### **Medications**

Sleepy Eye School District abides by all Minnesota State Laws regarding the administration of medications during school. If your student requires medications during school hours including prescriptions, OTC (over-the-counter medications) or any holistic supplements the following procedures must be followed:

- Parents are responsible for providing medications to the school in a labeled original container with students full name and MUST bring the medication to Nurse's office. Medications CANNOT be sent with student in backpack.
- Any medications to be given at school require a Medication Authorization form signed by doctor and parent (forms can be found at our elementary office).
- Students are not permitted to self-administer or carry any medications with them (unless they have a Medication Authorization form completed by their doctor & signed by a parent directing that the student is allowed to self-administer).
- Medications are only given by personnel trained by our School Nurse.
- Medications are only given as prescribed by the Doctor on the Medication Authorization Form.
- All medications MUST be picked up by the end of each school year. If medications are not picked up they will be disposed of appropriately after a full week of school being dismissed at the end of the year.
- Parents are allowed to bring a medication and administer to their child at school with permission from School Nurse or Principal.
- Medications with Medication Authorization forms completed can be sent on field trips as needed per medication requirements or upon parent request for As Needed Medications. They will be prepared by the School Nurse and given by a trained personnel on the field trip.
- Stock Epinephrine will not be sent along on field trips, it is parent/guardian's responsibility to have a Medication Authorization form completed and signed by provider and parent, turned into Health Office along with the student's own personal EpiPen to be sent on the field trip.

### **Immunizations Requirements**

Minnesota State statute 123.70, requires that all children who are enrolled in a Minnesota school be immunized. The parent/guardian of any child entering a public school must submit a statement from a physician or public clinic that states the child has received adequate immunizations against the following:

- 2 – Measles, Mumps, & Rubella (MMR)
- 2 – Varicella (does not need a vaccination if child had chickenpox disease)
- 3 – Hepatitis B
- 5 – DtaP's (Diphtheria, Tetanus, Pertussis)
- 4 – Polio

A parent/guardian may decide not to immunize their student due to conscientiously held beliefs or for medical purposes. If so, an exemption form must be completed, notarized and turned into Health Office at the beginning of the school year. If by November 30<sup>th</sup> a student's immunization records are not up to date or a Conscientious Objector form is not completed/notarized, the school has a right to exclude the student until this is completed.

### **Injury**

If a student experiences an injury while on school property or during a school event it is required to report to a teacher, coach or school health personnel. An injury report will then be completed to document the injury and what occurred. During school hours student should be brought to School Nurse or Health personnel to be evaluated. Parents will be notified of serious injuries. Sleepy Eye Public takes head injuries and concussions seriously and has procedures in place for notifying parents if a head injury occurs while at school. We ask parents and students to make sure to notify School Nurse or Health Personnel if a student experiences a head injury outside of school hours, so that we can monitor student while at school for signs of concussion.

### **Medical Clearance**

With a parents written/verbal permission a student may be excused from a physical education class for one day only. Students requiring more than a day will need to bring in a primary providers note to the Nurse's office for approval. The note needs to specify a time frame and any limitations or non-participation requirements for the student. A reinstatement permission slip from primary provider may be necessary in some circumstances before a student is allowed to participate in physical activities again.

### **Stock Epinephrine**

MN Statute 121A.2207 permits school districts to possess epinephrine injectors for a student or other individuals experiencing anaphylaxis, regardless of whether the student/individual has a prescription for epinephrine. Therefore, the Sleepy Eye Public School has adopted a protocol allowing School Nurse or trained staff to administer epinephrine in a life-threatening allergic reaction. The emergency epinephrine will be kept in the school health office and accessible during school instructional hours. It will not be sent out on a school-based field trip or available after the instructional day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian provided individual medications for students with known anaphylactic reactions. Anaphylaxis is a rapid, life-threatening allergic response triggered by insect stings, foods, medications, latex, exercise, or in rare cases unknown cause(s). Anaphylaxis is a life-threatening allergic condition requiring immediate treatment; death has been reported to occur within minutes. It is well documented that it is safer to administer epinephrine than to delay treatment for anaphylaxis. If your child has a life-threatening allergic reaction at school and requires epinephrine administration, EMS, parent/guardians and School Nurse or trained staff will be called immediately to respond and administer epinephrine. The administration of epinephrine does have potential side effects. If your child has a heart condition or other condition that may be complicated by the administration of epinephrine, please talk to your healthcare provider about the safety of administration of epinephrine in the event of a life-threatening anaphylaxis and contact Health Office.

### **Seizure Training and Action Plan**

MN Statute 121A.24 requires schools to have a written Seizure Action Plan attached to a students individualized health care plan to address the needs and care of a student with a diagnosed seizure disorder. The statute also requires the school, school nurse and parents of student to collaborate in developing and implementing the Seizure Action Plan. The plan must identify designated individuals at the school trained in recognizing, aiding, and administering of the emergency seizure medication. The designated individuals are required to receive training that includes recognition of signs and symptoms of seizures and appropriate steps in responding to the seizure. The school is responsible in providing appropriate material for school nurse to train and educate designated staff for the Seizure Action Plan.

### **Communicable Diseases**

Please keep children home when they show signs of illness such as nausea, vomiting, diarrhea, or fever. Colds or upper respiratory infections should be watched with particular care since almost any communicable disease may begin with a cough or cold symptom. This is the policy and procedures that school follows when reporting and handling the criteria of a communicable disease, Hennepin County Communicable Disease Manual for childcare settings and schools also can be found at this link <https://www.hennepin.us/childcaremanual>.

### **School Head Lice Procedure**

School Nurse may check for head lice if a student is suspected or has a concern that they may have lice. Parents will be notified immediately and asked to pick up student if possible, to treat the lice. Student is not required to be Nit free prior to returning to school but is required to be actively receiving treatment. School reserves the right to have the Health Office check the student again for head lice if concerns of head lice persist, parents will be called and required to come pick up student to treat them as soon as possible for the safety of students and staff. School nurse will provide education and information material on Head Lice to parents. School will not inform parents of head lice cases in classroom, and it is the parent's responsibility to monitor and check for head lice in their student throughout the school year.

### **Mandated Reporter**

It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. Child means any student under the age of 18. Immediately means within 24 hours of event. Mandated Reporter means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or the State Department of Education, as required by current law.

### **Delegation**

The Nurse Practice Act (Minnesota Statutes § Chapter sections 148.171 to 148.285 and Minnesota Rules, chapters 6301 to 633021) says that both professional (LSN/RN) and practical nursing (LPN) include, but are not limited to, the performance of acts or functions that are delegated to the nurse by another health care professional. However, only the LSN/RN has the direct statutory authority to delegate to others and the UAP may carry out only those nursing acts or functions that have been delegated by an LSN/RN or assigned by the LSN/RN/LPN. In the school setting nurses often supervise and delegate to Unlicensed Assistive Personnel (UAP). Anyone designated, willing, and trained can serve as a UAP in schools (e.g., a health assistant, teacher, school administrator, or student services staff member); they are in terms of providing health services. Under the delegation and supervision of an LSN/RN, UAPs can perform nursing cares based on school district policy and procedures. In order to perform nursing functions, the UAP needs to have appropriate training to perform these functions, written documentation, and annual evaluation of this individual competency; knowledge of policy and procedure; and be willing to communicate to the LSN/RN/LPN his or her own ability to perform the task, document the task, and report to the LSN/RN/LPN any inconsistencies or deviations from expected procedures. If uncomfortable with performing a delegated nursing task, a staff member has the right and responsibility to ask for education and additional supervision about the specific task. The LSN/RN uses professional judgment to decide what is delegated and to whom if anyone. The LSN/RN may choose to not delegate some medical functions. It is the judgment of the LSN/RN whether the delegated functions can be properly and safely performed by the person without jeopardizing the student's welfare. Some activities that require specialized nursing knowledge and skill may be delegated to LPNs, but not to UAPs. Some activities that do not require specialized nursing knowledge may be delegated to UAPs by LSNs/RNs. It is the responsibility of the LPN and/or UAP to perform the delegated activities correctly. The LSN/RN is accountable to verify that the delegatee can perform the activity and do so safely. Delegation to UAPs is determined on a case-by-case basis and is most appropriate when they are caring for students with routine, repetitive, ongoing nursing task needs. When the necessary task is not routine and the student response to treatment is less predictable, nursing delegation should be carefully considered. All individuals (primary and substitute) responsible for medication administration must be trained. When planning the training for delegating nursing functions. Training needs to be done before the nursing task is performed. Training should include four essential elements:

1. school policies and availability of resources,
2. available written criteria that indicate when to contact a supervising LSN/ RN, monitoring LPN, or call 911,
3. student-specific information, and
4. procedures for safe medication administration.

### **Blood Borne Pathogens**

If a student's clothing becomes bloodied at school, parents will be called to bring in clean clothes to prevent the possibility of students coming in contact with any possible blood borne pathogens (HIV or HBV), in accordance with universal precautions of blood borne pathogen procedures.

### **Physical Education Medical Excuses**

Either at the time of registration or whenever necessary during the year, if a student is unable to take or participate in a Phy Ed class because of a physical ailment, he/she is required to present a written excuse from the doctor to the PE instructor. It is recommended by the school district that all students have a 3-year physical examination. This includes students not involved in extra curricular activities.

### **Student Health Insurance**

The Sleepy Eye School District does not provide health insurance for accidental injury or illness for students during the school day.

## **ADDITIONAL SUPPORT SERVICE INFORMATION**

### **HOT LINE/ON CALL SERVICES**

|                                                      |              |
|------------------------------------------------------|--------------|
| Hutchinson Community Hospital (HELP Line)            | 612-587-5502 |
| Sioux Trails Mental Health Center (Intake Person)    | 354-3181     |
| Psychiatric Clinic of Mankato (Psychiatrist ON CALL) | 387-3195     |
| Brown County Sheriff Dept. (Social Service ON CALL)  | 354-3311     |

### **OUTPATIENT COUNSELING**

|                                                   |         |          |
|---------------------------------------------------|---------|----------|
| Sioux Trails Mental Health Center (Intake Person) |         | 354-3181 |
| Psychiatric Clinic of Mankato                     | Mankato | 387-3195 |
|                                                   | New Ulm | 354-3763 |
| Adolescent Center                                 | Mankato | 625-4060 |

|                                                        |         |                  |
|--------------------------------------------------------|---------|------------------|
| Lutheran Social Services                               | Mankato | 625-7660         |
|                                                        | New Ulm | 354-3042         |
| Catholic Diocesan Pastoral Center                      |         | 359-2966         |
| Hutchinson Community Hospital (Outpatient)             |         | 612-587-5502     |
| Springfield Community Hospital (Outpatient Counseling) |         |                  |
| (Services through Watonwan Hosp.)                      |         | 375-3261 Ext 147 |

#### HOSPITALS WITH INPATIENT MENTAL HEALTH UNITS

|                                                                   |                |
|-------------------------------------------------------------------|----------------|
| Hutchinson Community Hospital                                     | 612-587-5502   |
| Immanuel-St. Joseph Hospital Mankato (Rapid Assessment/Inpatient) | 345-2620       |
| Abbott Northwestern Hospital Mpls. (Willow Street Prog-Intake)    | 612-863-1253   |
| Golden Valley Child/Adolescent Services Mpls.                     | 1-800-321-2273 |
| Fairview Deaconness Hospital Mpls. (Intake)                       | 612-721-9100   |
| Sioux Valley Hospital, Psychiatric Services                       | 354-0168       |

#### CHEMICAL DEPENDENCY TREATMENT CENTERS

|                                                                   |              |
|-------------------------------------------------------------------|--------------|
| Winnebago Adolescent Treatment Center                             | 507-893-4848 |
| Fountain Treatment Center, Albert Lea, MN                         | 507-373-2384 |
| Sioux Valley Hospital (Assessment-Adult In & Out Patient)         | 354-2111     |
| Immanuel-St. Joseph Hospital, Mankato                             | 625-4031     |
| St. Peter Regional Treatment Center (Adult Services/Johnson Hall) | 937-7292     |
| Project Turnabout, Granite Falls MN                               | 612-564-4911 |
| Project Turnabout, Redwood Falls Branch                           | 507-637-8783 |

#### CHEMICAL DEPENDENCY ASSESSMENT

|                                    |          |
|------------------------------------|----------|
| Sioux Valley Hospital              | 354-1055 |
| Sioux Trails Mental Health Center  | 354-3181 |
| Detox Center                       | 359-9111 |
| Brown County Family Service Center | 354-8246 |

## **STUDENT ATTENDANCE**

### Philosophy

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study, and parental encouragement in order to reach the goal of maximum educational benefits for each individual student. The regular contact of students with one another in the classroom and their participation in well-planned instructional activity under the direction and guidance of competent teachers is vital to this purpose. This is a well-established principle of education which underlies and gives purpose to the requirement of compulsory education in Minnesota and every other state in the nation. A pattern of regular attendance established in school will benefit the learner now, and will transfer to future schooling and into the workplace.

### Student Responsibilities

- To regularly attend all classes.
- To be sure to communicate with a parent/guardian in regard to missing school and making sure the parent/guardian calls in to excuse the absence by the required deadline.
- To keep track of the number of absences in classes.
- To request missed assignments, homework, etc.
- To complete make-up work within the time guidelines provided by the instructor.

### Parent Responsibilities

- To ensure the student regularly attends school.
- To inform the school in the event of a student absence.
- To work cooperatively with the school and the student to solve attendance problems that may arise.

- To CALL THE HIGH SCHOOL OFFICE between 7:30 a.m. and 9:30 a.m. on the day of the absence or prior to the absence and provide a reason why the student will be absent. Parents/Guardians should call 794-7904 to report absences.
- In the event a parent/guardian does not call in to excuse the absence by the previously stated time, the absence will become unexcused.

#### Excused Absences

The following are considered excused absences. These need to be verified at the time of the absence:

1. Illness.
2. Absence caused by death in the immediate family-parents, siblings, and grandparents (TBD by the Attendance Committee).
3. Funeral.
4. Participation in school sponsored activity (co-curricular events, field trips).
5. Attendance at, but not a participant in a school sponsored activity (with pre-approval).
6. Verified medical/dental appointments by an official document from a licensed healthcare provider (MD, DO, MP, PA). The note must include the following;
  - Visit Date
  - Diagnosis/Reason
  - Expected Return Date & Time
  - Provider's Contact Information
7. Court ordered appearances.
8. Pre-approved college visits (limit of 2 days in junior & senior year).

Numbers 2 (number of days determined by principal), 3, 4, 6, 7 and 8 will not count toward loss of credit in a course due to excessive absenteeism.

#### College Visit

- Pre-approval must be received through the Guidance Counselor's Office.
- Students will be granted only excused absences for four school days total between the junior and senior years.
- No college visits the last week of school.

#### Unexcused Absences

An absence not excused by the school. Unexcused absences will result in additional consequences including detention or suspension, loss of privileges, loss of eligibility to attend and/or participate in school events and activities, assignment to Saturday school, vacation detention and other consequences as determined by school administration.

1. Truancy/skipping
2. Oversleeping
3. Hair appointments, picture appointments, nail appointments, tanning appointments.
4. Transportation of another individual
5. Work or other work-related activities
6. Car trouble/repair
7. Shopping/tuxedo or dress pickup
8. Other absences not defined as excused.

#### Loss of Course Credit Due to Excessive Absences

A student who misses a course 10 times in a semester, loses credit in that course. There is an appeal process the student can initiate should they exceed the allowed number of absences. The student needs to obtain the appeal form, fill it out and return it to the building principal. An appeal meeting, including teacher representatives and the Guidance Counselor, will be held. The student must be present at this meeting or the appeal will not be considered and loss of credit in the course will be the result.

When it is established the student will not earn credit due to too many absences and the appeal process has been exhausted, the student will remain in the class to attempt to earn a minimum of 50% of the points in the course to qualify to retake the course in the summer. Students who fail to earn at least 50% of the points will need to retake the course during the following school year.

### Compulsory Attendance

STUDENTS UNDER THE AGE OF 16 ARE REQUIRED TO ATTEND SCHOOL AS REQUIRED BY THE MINNESOTA'S COMPULSORY ATTENDANCE LAW. Failure to attend due to excessive unexcused absences or truanties will result in a "truancy citation" being filed with the county attorney and a resulting court appearance being scheduled for "habitual truancy".

### Habitual Truant

"A child who is under 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 under section 120.101, subd.5d." section 120.101, Subd. 5d provides:

"Withdrawal From School. Any student between 16 and 18 years old who seeks to withdraw from school must:

- 1) Along with a parent, attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
- 2) Both a parent/guardian and the student must sign a form indicating desire to withdraw from school.

### Consequences for Unexcused Absences

- Detention for each unexcused absence per class.
- Refusal to attend detention will result in additional consequences including suspension, loss of privileges, loss of eligibility to attend and/or participate in school events and activities, assignment to Saturday school, vacation detention and other consequences as determined by school administration.
- Parent meeting.
- 10% grade reduction for 3 unexcused absences per semester to a class.
- Additional 1% grade reduction for each unexcused absence beyond 3.

### Student Appeal of Grade Reduction

In classes in which there is an attendance violation (percent reduction), the student's case may be reviewed by the attendance review board. The board will be composed of an administrator, counselor, and two faculty members. The student will have the option to attend and participate. The review will take place before the semester ends. Date, time, and location will be specified in the notice of violation. In the review process the student will have the opportunity to provide data in support of any absences in question. NOTE: If the student in violation is not present, percent reduction will stand.

### Tardies

- A student who arrives after class begins without a pass is considered tardy.
- A student who arrives more than five minutes after class begins is considered excessively tardy.
- A student who misses more than 15 minutes of class will be considered absent.

### Consequences for Tardies

- Three tardies to a class will equal one unexcused absence.
- Detention will be assigned for 3 accumulated tardies to a class. After accumulating 3 tardies to a class, detention will be assigned for each additional tardy.
- A student who is excessively tardy will be assigned detention.
- Refusal to attend detention will result in additional consequences including community service, suspension, loss of privileges, loss of eligibility to attend and/or participate in school events and activities, assignment to Saturday school, vacation detention and other consequences as determined by school administration.
- Parent meeting.

### Attendance for Advisory

Timely arrival and consistent attendance are expected for Advisory, the same as any other class. Habitually excessive tardiness/absence will result in additional consequences including detention or suspension, loss of privileges, loss of eligibility to attend and or participate in school events and activities, assignment to Saturday school, vacation detention and other consequences as determined by school administration.

### Attendance for Participation in Extra Curricular Activity/Events

1. A student must be in attendance by 8:00 a.m. to participate in school events/activities.

2. If a student has an unexcused absence during the day of an extra curricular activity, detention will be assigned, and he/she will not be able to practice or represent the school in any activities that day or night.

#### Make-Up Work

Make-up work for excused absences will receive full credit if it is completed during the time allotted by the classroom teacher. One day for each day absent will be provided. In the case of family vacation or school activity, work should be done prior to the absence. It is the student's responsibility to get make-up work done on time.

#### Homebound Instruction

Upon the recommendation of a doctor, students who are or will be absent due to injury, surgery, illness or pregnancy may be placed on homebound instruction with a medical doctor's written recommendation and approval of school administration. Homebound instruction does not necessarily translate to instruction in the home. A public meeting place, such as the public library, will be the meeting place.

## **STUDENT COURSEWORK**

#### Enrolling in Courses

Students will register to enroll in courses in the spring for the following school year. New students or students who do not complete registration in the spring will work with the Guidance Counselor to complete the registration process. All students must be enrolled in a class every period.

SEHS will do our best to develop a schedule that includes all the courses you wish to enroll in each semester. There may be some instances in which a student will not end up getting all of the courses for which he/she registered. Adequate space in the course, not having enough students signed up for the course, and in some unfortunate cases, conflicts with another course are the most common limiting factors.

#### Coursework

Students will have both required and elective coursework to complete. Students should refer to the Registration Guide for a complete listing and description of required and elective course offerings for all students in grades 7-12. A Registration Guide can be obtained in the high school office.

#### College Now

SEHS offers college courses through the College Now Program at Southwest Minnesota State University. This program allows us to offer college credits at SEHS with our faculty acting as assistants to the professors from SMSU. Students that successfully complete a College Now course (with a grade of C- or better) can be assured of course acceptance at any of Minnesota's public colleges and universities, saving students time and money. SMSU credits have also been successfully accepted at private institutions in Minnesota, at the University of Minnesota system, and colleges throughout the nation. The weight grading system for these courses is set at 5.0 (instead of 4.0) at SEHS. Any student wanting to register for a College course must have a grade point average of 3.0 or above and be in the top 1/3 of his/her class if a junior and top 1/2 of his/her class if a senior. Sophomores who are in the top 10% of their class and score at or above the 90<sup>th</sup> percentile on a nationally normed test also qualify to take college courses. All students interested in taking college classes must register online or at SEPS. Please see the Counselor or the Principal for more information on these programs and have your son/daughter take advantage of these college courses!

MN College Credit courses are a Minnesota Articulated College Credit Agreement between secondary schools and post-secondary institutions, which provides students with the opportunity to receive advanced placement standing for selected high school courses. Students may be awarded credit by SEPS and advanced placement standing by the Southern Minnesota State College Consortium. Students must receive a minimum grade of "B" in the articulated course at SEPS to be considered for advanced placement.

#### Blended Learning Option

Sleepy Eye High School will offer a blended learning option for students who meet specified criteria. Essentially, what this would mean is that students would be required to attend class on Monday, Wednesday and Friday, and students who meet the specified criteria would not be required to attend class on Tuesday and Thursday.

Rationale: Provide an opportunity for students to experience a learning environment that mirrors the experience of post-secondary schooling. This allows students to become better prepared for what they will encounter in a post-secondary schooling. Provide students with an opportunity to have some flexibility in their day to day schedule, while also allowing them to develop time management and prioritization. These are both essential skills

to be successful in a post-secondary schooling and life. Provide students with a combination of face to face and online instruction. This learning combination has become quite popular in post-secondary schooling.

#### Student Participation Criteria:

1. Must maintain a minimum cumulative GPA of 3.0 or have a GPA of 3.0 or above in the most recent semester.
2. Cannot be on the academically ineligible list for any course.
3. Must have access to the internet outside the school building.
4. Must be meeting expectations of blended course instructor to remain eligible for optional attendance days.
5. Must not have an unexcused absence to any class. 3 tardies to a class will constitute an unexcused absence.

#### Blended Courses (may not run every year):

|                    |                      |                                      |
|--------------------|----------------------|--------------------------------------|
| College Psychology | College Sociology    | College Government                   |
| College Education  | College Literature   | College Composition                  |
| College Spanish    | Advisory             | Functions, Statistics & Trigonometry |
| College Geography  | College Pre-Calculus |                                      |

#### Independent Study Courses

For students to be eligible for Independent Study (IS) courses, a 3.0 GPA is required. Independent study will be allowed only in cases of compelling necessity. The student must submit a proposal to the principal. Independent study courses must be approved by the counselor, principal, curriculum coordinator and any instructor(s) involved. It must include comparable time, work, and levels of performance before credit is granted.

#### Student Tutors/Teaching Assistants

If at all possible, students should take a course rather than tutor. Students still wishing to tutor must have a cumulative GPA of 3.0 and above. Students must be in grades 11 or 12. Students will be placed with instructors who are looking for instructional support in the classroom. Priority will be given to elementary classrooms and then in 7<sup>th</sup> and 8<sup>th</sup> grade classes. The high school counselor and the building principal will make the final decision regarding where and if the student will be placed. Students choosing to tutor may tutor one semester only each school year. Tutors will be required to write weekly reflections that will be submitted to the supervising teacher.

#### Schedule Change Guidelines

Students are expected to complete the courses for which they register. No changes will be made after the start of a semester unless the School Counselor needs to do so for Graduation purposes.

1. Schedule change dates will be posted in the High School Bulletin. Students will have an opportunity the last 2 days of 1<sup>st</sup> semester (before winter break) to make changes on their 2<sup>nd</sup> semester schedule and 2 days at the end of 2<sup>nd</sup> semester (before summer) to change courses for their upcoming fall schedule.
2. Schedule changes will only be permitted as long as the class maintains the minimum/maximum number of students required for that class.
3. When adding or dropping a course the students must use the Schedule Change Form and have all necessary signatures.

#### Alternative Educational Options

SEHS will strive to provide quality educational programming for all students. Ideally that will be accomplished within our regular schedule of courses. In some instances alternative education options may be necessary. Alternative education options would include homebound instruction, extended school day programs, summer school, and referral to the Area Learning Center.

#### Post Secondary Education Option Guidelines

1. The top 1/3 of juniors and top 1/2 of seniors are qualified to apply to a college, but it is up to the college if they will be admitted.
2. Students need to follow the college admission guidelines to go PSEO.
3. You do need parental approval for participating in the PSEO program.
4. Students still need to follow state and Sleepy Eye class requirements to graduate.
5. Students need to maintain contact with the counselor to ensure they are getting the right credits to graduate with their class.
6. STUDENTS ARE RESPONSIBLE FOR KNOWING ABOUT DAILY ACTIVITIES AT THE HIGH SCHOOL – for example, dates for ordering graduation announcements or information about scholarships, yearbook photos, senior class trip, etc.
7. Students have to be full-time between a college and our school, that includes if they withdraw from a class (they would need to take something in Sleepy Eye to make up for it). A three or higher credit class at a college = one credit at the high school.

8. Attendance and successful completion of college classes are the student's responsibility. The high School counselor will not check up on your progress in college classes.
9. It is the student's responsibility to do all the paperwork each semester, secure the proper books from the bookstore, and review your credits each semester.
10. All transportation between college and the high school is the student's responsibility.
11. Sleepy Eye will not pay for housing if the student wants to live on campus.
12. For purposes of calculating GPA for graduation, honors, etc. all PSEO classes through the first semester of the senior year will be included along with all high school grades.

## GRADE LEVEL STATUS

### 7<sup>th</sup> – 8<sup>th</sup> Grade Students

Students will advance into the next grade level provided all coursework is completed with passing grades.

Students not passing all courses will be considered for retention on a case-by-case basis. Some students may be required to repeat and successfully complete courses in order to advance into the next grade level. This could mean mandatory enrollment in remedial sections and/or summer school.

### 9<sup>th</sup> – 12<sup>th</sup> Grade Students

Students will be identified as a student in a particular grade as evidenced by the number of credits the student has accumulated.

The following will be the credit accumulation guidelines which will determine grade level placement:

To be admitted as a member of a particular class at Sleepy Eye High School,  
a student must meet the following grade level credit requirements:

- 9<sup>th</sup> Grade – Must have demonstrated acceptable performance as an 8<sup>th</sup> grade student as determined by the principal.
- 10<sup>th</sup> Grade – Accumulation of 6 credits
- 11<sup>th</sup> Grade – Accumulation of 13 credits
- 12<sup>th</sup> Grade – Accumulation of 20 credits

Students not advancing into the next grade level due to insufficient credit accumulation will be placed in an advisory that corresponds with the credit accumulation guidelines. Students will also be issued lockers based on credit accumulation guidelines.

### Summer School

At the October 11, 2007, School Board Meeting mandated Summer School was approved. Mandated Summer School means it will not be optional, attendance will be required. The circumstances under which a student will need to attend Summer School are outlined below.

7<sup>th</sup> and 8<sup>th</sup> grade students must pass all four of the core subject classes – Math, English, Science and Social Studies. A student will need to attend Summer School for any of the four core classes that are not passed during the school year. Attending Summer School will not ensure promotion to the next grade level. Students must meet course requirements as defined by the Summer School instructor to be considered for promotion to the next grade level the following school year. If a student does not meet teacher-defined course requirements for all classes for which he/she is enrolled in during Summer School, the student may need to repeat the entire grade the following school year. Failure to attend Summer School will result in a truancy referral and repeating the entire grade over again the following school year.

9<sup>th</sup> – 12<sup>th</sup> grade students must also pass all required core courses for their grade level. Below is a listing of the required core courses by grade level. For a student to be eligible to attempt to retake the course during Summer School, the student must earn a minimum of 50% of the points in the course. Students failing to earn at least 50% of the points in the course will not be eligible to take the course during Summer School. The student will then be required to retake the course the following school year:

|                 |                                 |          |
|-----------------|---------------------------------|----------|
| <b>Grade 9:</b> | English 9                       | 1 credit |
|                 | Geometry/Intermediate Algebra I | 1 credit |
|                 | Physical Science                | 1 credit |
|                 | World History                   | 1 credit |

|                  |                                      |          |
|------------------|--------------------------------------|----------|
| <b>Grade 10:</b> | English 10                           | 1 credit |
|                  | Algebra II/Geometry                  | 1 credit |
|                  | U.S. History 10 (or AP US History)   | 1 credit |
|                  | Biology 10                           | 1 credit |
| <b>Grade 11:</b> | English 11                           | 1 credit |
|                  | Function, Statistics & Trigonometry/ | 1 credit |
|                  | Chemistry                            | 1 credit |
|                  | Earth & Space Science                | ½ credit |
|                  | American Government 11               | 1 credit |
| <b>Grade 12:</b> | English Electives                    | 1 credit |
|                  | Economics                            | ½ credit |
|                  | Geography                            | ½ credit |
|                  | Career/College Readiness             | ½ credit |

Any student who fails one of the above listed courses will be required to attend Summer School. Once again, students must meet all teacher requirements during the summer to pass courses being taken. Failure to pass the course(s) will result in the student retaking the course. Failure to attend Summer School will result in a truancy referral and the student retaking the course.

## STUDENT GRADING

### Grading Scale

Sleepy Eye High School will utilize a uniform grading scale. The letter grade with the corresponding percentage needing to earn that letter grade are listed below:

|    |            |
|----|------------|
| A  | = 94-100   |
| A- | = 90-93    |
| B+ | = 87-89    |
| B  | = 84-86    |
| B- | = 80-83    |
| C+ | = 77-79    |
| C  | = 74-76    |
| C- | = 70-73    |
| D+ | = 67-69    |
| D  | = 64-66    |
| D- | = 60-63    |
| F  | = Below 60 |

### Grade Point Average

A 4.0 point scale will be used to indicate grade point averages:

|    |        |
|----|--------|
| A  | = 4.0  |
| A- | = 3.67 |
| B+ | = 3.33 |
| B  | = 3.0  |
| B- | = 2.67 |
| C+ | = 2.33 |
| C  | = 2.0  |
| C- | = 1.67 |
| D+ | = 1.33 |
| D  | = 1.00 |
| D- | = .67  |

### Advanced Placement and College Course Scales

In an effort to encourage students to increase the rigor of the courses they enroll in, SEHS offers both Advanced Placement and College courses as a part of the curriculum. These courses will use a grade weighting scale set at 5.0, rather than the traditional 4.0 in other courses. Students taking Advanced Placement and/or College courses could earn a cumulative GPA above 4.0

### Pass/Fail Policy

Frequency: Students may elect to utilize the P/F option no more than twice per year in grades 11-12.

Availability: Pass/Fail option is available only thru junior, senior, and AP level courses.

Declaration: A student must declare their decision during the first five days of the semester. The decision is then irreversible.

Authorizer: The teacher and principal retain the decision of whether or not to offer the P/F option.

GPA Impact: Taking classes on the Pass/Fail basis may have a negative impact on high GPA's.

### On-Line Progress Access

Parents/guardians can access up-to-date information regarding student progress through Infinite Campus, our student management system. SEHS highly encourages parents/guardians to utilize Infinite Campus to monitor student progress. To get a username, password, and instructions call or stop in to the high school office.

### Report Card Information

Report cards are available through Infinite Campus and can be mailed to the parents/guardians address on file upon request.

### Incompletes

Incompletes will be allowed only in extreme circumstances such as illness. All incompletes must be done 2 weeks after the end of the grading period. In case of emergency, more time may be given. If an incomplete is not made up within the 2 weeks, it will become an "F" grade. Incompletes at the end of the school year must be made up within five days of the last student contact day.

### Failures

Students who fail a subject for the year/semester will be expected to make up the failure in one of the following ways:

1. Repeating the subject during summer school if it is offered.
2. Repeating the subject during the next school year.
3. Fulfilling specific requirements prescribed by the school through an appropriate alternative program.

### Academic Honesty

Students are expected to be honest in completing homework, tests, and research:

1. Students will not cheat on assignments or tests.
2. Students will not allow other students to copy their work.
3. Students will not alter gradebooks.
4. Students will not plagiarize or use Artificial Intelligence. Copying information for assignments without giving proper credit is illegal.

Consequences will include: 1. Zero for the assignment. 2. Community Service hours TBD by Administrator. 3. Loss of privileges and leadership positions.

### Formative Assignments

Formative assignments will be assigned by teachers as practice for the summative assessments they will be giving. Formative assignments will be eligible for 100% credit if submitted by the due date/time. Formative assignments will be eligible for 50% if submitted one day late. Formative assignments later than one day late will be counted as zeros. All formative assignments must be completed to be eligible for a retake of a summative assessment.

### Summative Assessment Retake Policy:

- ❖ Should the student not complete all formative assignments/activities accurately before the original summative assessment date, they will not be afforded the retake option.
- ❖ Should the student complete all formative assignments/activities accurately before the original summative assessment date, they will be allowed the opportunity for the retake option for 5 school days after learning their score on the original assessment.. The retake conditions outlined below apply.
- ❖ The student must complete all pertinent activities and provide evidence of learning in order to be allowed to complete the reassessment.
- ❖ No reassessments will be allowed during the final two weeks of a grading period (semester).
- ❖ The reassessment score will be recorded in the grade book and used to help determine the student's grade for the outcome. Completing a reassessment does not guarantee that the student's grade will increase.
- ❖ Teachers reserve the right to give alternative forms of the assessment. The redone assessment may be more demanding than the original.
- ❖ All students will be given the opportunity to retake assessments, regardless of the score on the previous assessment.
- ❖ When a student retakes an assessment, the higher of scores will count in the gradebook.
- ❖ Unless an assessment is complex and interwoven, a teacher may allow students to redo just the portions on which they performed poorly, not the entire assessment.
- ❖ Students who are caught cheating or plagiarizing on a summative assessment will only be able to earn 50% of the total points of on that retake attempt.
- ❖ Students not taking a summative assessment on a scheduled date have until the next scheduled summative assessment to complete the summative assessment.

## **STUDENT GRADUATION REQUIREMENTS**

### Graduation

- A. Students must earn 27 credits in designated areas.
- B. These 27 credits must include at least the following:
  - 4 credits in English
  - 3 credits in Mathematics (Algebra I will not count for high school math credit)
  - 3.5 credits in Science
  - 3.5 credits in Social Studies
  - 1 credit in Health & Physical Education
  - 1 credit in Arts (Band, Choir or Art)
  - 11 credits in elective areas

### Graduation with Minnesota Honor Society Status

Students earning a cumulative GPA of 3.3 or above in grades 9-12, and have also demonstrated leadership, service and character at school and in the community will be recognized as graduating with Minnesota Honor Society Status. These students will wear a blue honor cord. Students completing curriculum modified from grade level content standards will not be considered for this recognition.

### Graduation with Gold Cord Status

Students earning a 3.0 cumulative GPA in grades 9-12 will be recognized as those graduating with Gold Cord Status and will wear a gold cord. The GPA calculation does not extend beyond 5 decimal places and there will be no rounding up of the GPA. Students completing curriculum modified from grade level content standards will not be considered for this recognition.

### Good Standing

Students who have demonstrated unacceptable/inappropriate citizenship in the school or community during their years of high school may forfeit their opportunity to graduate with Gold Cord Status and/or National Honor Society Status. Examples of unacceptable citizenship include: acts of violence, acts of damage to school or community buildings, offenses including drugs and alcohol and other instances of significantly unacceptable misconduct. The high school administration will have the discretion in making the final decision.

### Commencement Participation

All students must be enrolled in the second semester of their senior year in order to participate in commencement. An exception would be students participating in the PSEO program during the day. In order for a student to participate in the commencement ceremony, he/she must have met all graduation credit requirements and fulfilled all other obligations including detention, suspension, fees owed, etc. Students who have participated in inappropriate or destructive activities toward the school will not be allowed to participate in the commencement ceremony. Foreign exchange students are eligible to receive a certificate of attendance. No Diploma will be awarded.

### Commencement Attire

Commencement is a special day not only for the student but the family, the school and the community. Students should dress for the occasion. Students are encouraged to purchase a cap, gown and stoll. The cap, gown and stoll are to be worn at the commencement ceremony. In addition, gentlemen should be wearing dress slacks or khakis along with a button down or polo shirt and dress shoes. Ladies should be wearing a dress, skirt or dress slacks with a top and dress shoes. Only school related forms of recognition are to be displayed during the commencement ceremony.

## STUDENT CONDUCT

Conduct is defined as behavior, or a way of acting. It will be the expectation at SEHS that student conduct will be consistent with the following three principles:

1. Respect Everyone.
2. Respond Safely Every Time
3. Responsible Everywhere

In addition to the above listed principles, there are some other specific expectations for student conduct.

### Abusive Language

Use of profane or abusive language at school or school related activities will not be tolerated and will result in disciplinary action. Disciplinary action may include a conference with the student, parent conference, detention, and/or suspension.

### Appearance & Clothing

Students are expected to appropriately dress and be acceptably groomed for school. The object is comfort and not to send any message which tests the limits or takes away from school pride or positive school climate. A complete listing of acceptable and unacceptable items for attire in school are listed on page 29. **Repeat Violations May Result in Suspension.**

### Building Passes

Building passes are only issued by the teachers or the office. Building passes must be secured in advance by those who plan to consult with a teacher at a specified time during a period. The students must have the pass in advance. At no time will a student be given a pass to interrupt a class to speak to another student or teacher except in an emergency. It is understood that at any time students are in the halls during class periods they are to have a building pass.

### Care of School Property

The appearance of SEHS is directly related to the pride of its students and faculty. Be respectful of the building, equipment, and grounds; they are a direct reflection on all of us at SEHS. Let's make SEHS a great place for all of us.

### Corridor Etiquette

Corridors are passageways from one room to another and should not be used as lounging or gathering places either before school or between classes. Keep to the right in the halls and on the stairs. Walk without running or pushing. Refrain from whistling, shouting, loud talking and scuffling. If you are legitimately allowed to leave a room, be quiet, orderly, and only be where you are directed to go. If you violate any expectations while in the

hallways, you will be taken to the room from which you departed and a determination will be made with your teacher as to when you will be allowed to leave the room again.

#### Hazing

Engaging in any behavior, which constitutes “hazing”, is a violation of this school discipline policy and may subject the student to discipline including suspensions and/or expulsion. Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. Hazing is a violation of school policy regardless of time or place it occurs.

#### Freedom of Expression

Students of SEHS have the right to self-expression as long as they don’t intrude on the rights of others.

Student protests or demonstrations cannot stop or interfere with the general operation of the school. Students will maintain responsibility to their schedules and will be advised to return to their assigned class. Students who do not return to class will be regarded as truant and their absences recorded as unexcused.

Students may not wear clothing or other items which are inappropriate or that interfere with the orderly and healthy operation of the school.

Students have the right to free press (students guilty of libel or slander will be suspended and subject to state and federal laws).

Symbolic, verbal, and written expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property are unacceptable.

All student publications require review and permission from the principal prior to distribution on school property.

#### Leaving the Building During the School Day

Sleepy Eye High School is a closed campus. Students are to remain on school grounds for the entire school day, 8:00 a.m. to 3:01 p.m. unless permission has been granted to leave. Students will get permission to leave in the High School Office. Once granted permission to leave, students will need to sign out in the High School Office and also at the Elementary Door #2.

#### Returning/Arriving to the Building After the School Day has Started

Students will be required to enter the school building using the main entrance, Elementary Door #2. They will sign in and then be allowed into the high school. Once in the high school, the student needs to report to the High School Office for a pass.

#### Security for the Building

Students are expected to follow the procedures for leaving and returning/arriving to school once school has started. Students are not to open exterior doors and let other students or visitors in without permission. This is for the safety of all students and staff. Students not following the outlined procedures will be subject to disciplinary action.

#### Snowballs

The throwing/use of snowballs is not allowed in or on the school grounds, including parking lots. Students who use snowballs will be subject to disciplinary action, including suspension.

## **STUDENT DISCIPLINE**

Sleepy Eye High School practices Non-Exclusionary Discipline in accordance with State Statute. Examples of Non-Exclusionary Discipline may include, but are not limited to, teacher conference, parent/guardian conference and detention. Minimum corrective actions for specified violations are described below. Because it is not possible to list every misbehavior or conduct problem, the school administration has the discretion and latitude to amend consequences as appropriate to the situation. Consequences may be altered as administration considers a student’s intent, track record or frequency of violations, attitude or response to the intervention and willingness to correct the behavior.

Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional

safety of the student, teachers, or other school personnel, or for the safety of school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following listed infractions.

Violations of Discipline Policy during times of emergencies may result in increased/additional consequences.

Suspension: Building level administration may impose a 1-10 day suspension as they deem appropriate for various violations of School/District policy. The School District Superintendent may extend a suspension for an additional 1-10 days depending on the seriousness of the violation.

**Abusive Language & Verbal Assault:** It is a violation of school district policy to use abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student; this includes conduct which degrades people because of their gender, race, religion, ethnic background or physical or mental handicaps.

- Conference
- Detention
- Apology
- Suspension 1-10 days
- Alternative Placement

**Aggravated Assault:** Aggravated Assault is committing an assault upon a person with a dangerous weapon or an assault which inflicts great bodily harm upon one person or another.

- Law Enforcement Referral
- Expulsion
- Anger Management Counseling

**Alcohol:** This refers to the possession, use or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

- Conference
- 5 days ISS
- Law Enforcement Referral
- Referral to Treatment
- Alternative Placement
- MSHSL Violation

**Arson:** The destruction or damage to any school building or property by means of fire or explosives.

- Conference
- Suspension 1-10 days
- Law Enforcement Referral
- Expulsion

**Bomb Threats:** Intentionally giving a false alarm of a bomb threat.

- Conference
- Suspension 1-10 days
- Law Enforcement Referral
- Expulsion

**Building Security Violation:** Not following the leaving the building or returning/arrival to the building procedures.

- Conference
- Detention
- Loss of Privileges
- Suspension

**Destruction of Property:** Willful damage of school property – willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school district.

- Conference
- Restitution
- Detention-Suspension 1-10 days
- Law Enforcement Referral
- Expulsion

**Disorderly Conduct:** Engaging in offensive, obscene, or abusive language or exhibiting boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

- Conference
- Law Enforcement Referral
- Removal from Class
- Mediation
- Detention
- Suspension 1-10 days

**Dress Code:** Pleasant appearance develops pride and respect in each student and the school. Student's dress and grooming must be of good taste so that each student may share in promoting a positive, non-offensive, healthy and safe atmosphere. The parent/guardian and student are responsible to ensure neatness, cleanliness, and respectable appearance when coming to school. Administrative judgment will determine the appropriateness of attire. It is expected that students and parents will use good judgment in wearing appropriate clothing for the school day. Students found to be dressed in bad taste or in condition that is disruptive to the educational environment will be expected to change their attire. **The following is a list of items approved for and not approved for dress at school:**

#### A. Approved School Wear

##### Pants & Shorts

- Length must be appropriate (no shorter than 6 inches from the top of the kneecap)
- Size appropriate – waist, seat and inseam
- Trousers must be worn at waistline

##### Skirts & Dresses

- Skirts must be worn at waistline
- Length must be appropriate (no shorter than 6 inches from the top of the kneecap)
- Slits in skirts must be appropriate (no slit above the 6-inch rule)

##### Undergarments

- Appropriate undergarments must be worn at all times
- Undergarments are not to be visible

##### Shoes

- State Law requires that shoes be worn by students at all times

#### B. Not Approved School Wear

- Improperly fitting clothing that results in questionable exposure or is a safety hazard.
- See-through clothing exposing undergarments or inappropriate amounts of skin.
- Deep-scooped necklines exposing an inappropriate amount of bare skin.
- Clothing that shows the bare midriff or bare shoulders.
- Pajamas, bedroom shoes or other sleepwear.
- Apparel with offensive, obscene, indecent, degrading, or profane pictures/message will not be allowed. This includes any clothing with a slogan, which can be interpreted in different ways which have connotations which may be offensive, obscene, indecent, degrading or profane to others. Ribbed tank tops are not allowed (also referred to as wife beaters).
- Headwear (hats, hoods, scarves, etc.) are not to be worn in the school building (unless approved for special occasions). Students who choose to wear hats/caps, etc. to school must remove them upon entering the building and must leave them in their lockers.
- Chains, spikes, long belts or other potentially dangerous accessories.
- Exposure of undergarments of any type.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (bandanas, sweat bands, head rags, etc.).
- Any tattoos or drawings which are determined to be gang related are not to be visible at any time.
- Clothing promoting alcohol, drugs, or violence.
- Backpacks, book bags, etc. if used, are to be placed in the student's locker during the day. These items are not permitted in the classroom, cafeteria or elsewhere in the building.
- Any other clothing that interferes with the educational process.

- Conference
- Change Offensive Attire
- Parent Notification
- Detention
- Suspension

**Drugs:** This refers to the possession, sale, distribution, or being under the influence of any substances or possession, sale or distribution of items looking like drugs as defined in Minnesota Statute 152.02 while on the school grounds

- Treatment
- Expulsion
- Alternative Placement

or at school sponsored events. The sale and distribution will ultimately result in an expulsion.

**Electronic Devices:** Objects which cause distractions, such as pagers, radios, headsets, cellular telephones, universal remote controls and laser pointers. These items will be retained by the school when found present on school property. Use of an electronic device, such as a cell phone or digital camera, that is degrading to a student will result in additional consequences including suspension and/or expulsion.

- Conference
- Confiscation
- Student Turn in Daily
- Community Service Hours
- Optional Monetary Fine

**Fighting:** "Fighting" shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving or scuffling".

- Conference
- Law Enforcement Referral
- Suspension 1-10 days
- Mediation
- Behavior Contract
- Alternative Placement

**Fires, False Fire Alarms & Dangerous Threats:**

1. Lighting matches, lighters, open fires, fireworks, etc. in any part of the school building is prohibited. This definition does not include any teacher directed classroom demonstrations using fires or flammables.
2. Pulling any fire alarm station, in the absence of the actual fire.
3. Tampering with fire and safety equipment/devices or unauthorized handling of fire extinguishers.
4. Phoning in or otherwise falsely reporting dangerous threats.

- Conference
- Suspension 1-10 days
- Law Enforcement Referral
- Expulsion
- Confiscation
- Alternative Placement

**Fireworks:** Use, possession, or offering for sale any substance, combination of substances or article prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation.

- Conference
- Suspension 1-10 days
- Law Enforcement Referral
- Expulsion
- Confiscation
- Alternative Placement

**Gambling:** "Gambling" is defined as the playing of a game of chance for stakes.

- Conference
- Detention
- Suspension 1-10 days
- Law Enforcement Referral
- Parent Notification

**Harassment:** Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age.

- Detention
- Suspension 1-10 days
- Behavioral Contract
- Mediation
- Law Enforcement Referral

**Hazing:** Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group or club.

- Conference
- Suspension 1-10 days
- Law Enforcement Referral
- Alternative Placement
- Expulsion
- Apology

**Insubordination:** Willful refusal to follow an appropriate direction given by a staff member.

- 1<sup>st</sup> Offense – Conference & 1 day ISS
- 2<sup>nd</sup> Offense – 2 days ISS
- 3<sup>rd</sup> Offense – 3 days ISS

#### 4<sup>th</sup> Offense – Alternative Placement

**Interference/Obstruction:** “Interference” or “obstruction” means any actions taken to attempt to prevent a staff member from exercising his or her legally assigned duties. This would include not cooperating with an attempt to search a student with probable cause.

- Conference
- Loss of privilege
- Detention
- Suspension 1-10 days
- Alternative Placement

**Internet/E-Mail Violation:** Internet usage is a PRIVILEGE NOT A RIGHT.

It is to be used only for legitimate education purposes. The following types of misuse may result in loss of privilege to use and other possible consequences:

1. Harassment of others in an obscene, derogatory or other offensive manner. This could include sending sexually explicit or racially and gender inappropriate jokes, messages, etc. Threats against others would also fall into this category.
2. Plagiarism of materials.
3. Violation of copyrighted works or trademarks.
4. Transmission of personal information about oneself or others.
5. Disruption of the network or programs; introduction of viruses.
6. Downloading obscene or pornographic materials.

Free speech in student use of the Internet is limited in the same way that it is limited in school newspapers. Supervisors can limit student access.

- Conference
- Loss of Privilege
- Detention
- Suspension 1-10 days
- Expulsion
- Law Enforcement Referral
- Loss of Course Credit

**Leaving The Building Without Permission:** This applies to leaving the school building And grounds during school hours without signing out or having permission from School personnel.

Parental Notification PLUS  
1<sup>st</sup> Offense – 2 detentions  
2<sup>nd</sup> Offense – ISS  
3<sup>rd</sup> Offense – 2 days ISS + Parent Mtg.

**Misrepresenting of Facts:** Students who knowingly falsify or misrepresent information. This includes knowingly withholding information relative to violation of the discipline policy involving other students.

- Conference
- Detention
- Parent Notification
- Suspension 1-10 days

**Nuisance Items:** Students are prohibited from possessions or use of articles that are a nuisance, illegal distractions, or that may cause harm to persons or property at school and school-sponsored activities. Examples of nuisance items include, but are not limited to laser pointers, yoyos, shock devices, look-alike tobacco products, etc.

- Conference
- Permanent Confiscation
- Detention
- Suspension

**Parking/Driving:** Driving, Careless or Reckless – Driving on school property in such a manner as to endanger persons or property.

1. Students are not permitted to drive cars while on school-sponsored trips.
2. Student Parking – students are permitted to park in school district locations as a matter of privilege, not a right. Students are allowed to park only in designated student parking areas and must display a parking tag issued by the High School Office. The administration of Sleepy Eye High School has the authority to ticket/tow illegally/improperly parked vehicles. Towing of this vehicle will be at the owner’s expense.
3. Students who engage in careless, reckless, or exhibition driving in the parking lot will lose the privilege of parking lot use and face possible detention/suspension consequences and legal action.
4. Students will not park in staff or visitor designated areas. Violators will be ticketed or fined or have vehicles removed at owner’s expense.
5. Students are not allowed to sit in vehicles during school hours.

- Conference
- Prohibit use of vehicle on school property
- Law Enforcement Referral
- Detention
- Fine
- Suspension 1-10 days

6. School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy rules. Such patrols and inspections may be conducted without notice, without student consent, without a search warrant, and with the aid of the canine unit of local law enforcement. Vehicles parked in the proximity of SEHS are also subject to these rules.
7. The School District does not condone students riding with other student drivers. Parents should advise their students to use discretion of appropriate judgment when deciding to accept rides with other student drivers.

**Physical Assault** – Physical Assault is committing an act with intent to cause fear in another or immediate bodily harm or death intentionally inflicting or attempting to inflict bodily harm upon another. Assault is non-mutual.

- Conference
- Suspension 1-10 days
- Law Enforcement Referral
- Parent Notification
- Mediation
- Alternative Placement
- Expulsion
- Anger Management Counseling

**Pornographic Material:** Possession of sexually explicit materials.

- Conference
- Confiscation
- Parent Notification
- Detention
- Suspension 1-10 days

**Public Display of Affection:** Kissing, hugging and inappropriate close physical contact.

- Conference
- Parent Notification
- Detention
- Suspension 1-10 days

**Record and Identification Falsification:** Forgery-this category includes falsifying signatures or data as well as refusal to give proper identification when requested to do so by a staff member.

- Conference
- Detention
- Suspension 1-10 days

**Sportsmanship Rules:** Learning is a combination of receiving new information and practicing appropriate behaviors. Learning to follow rules and be a graceful winner or loser is an important skill. Students receive the information needed to be good sportsmen/women from many sources including school and home. They also have opportunities to practice these skills. For the practice of sportsmanship, parents and coaches become the adults that need to be telling students how well they follow rules and were graceful winners or losers.

- Parent Notification
- Detention
- Suspension 1-10 days
- Prohibit from future activity attendance

Following are the expectations the Sleepy Eye School District has established for athletic events:

1. During the National Anthem, when played, people should remove caps and refrain from moving around and talking.
2. The lobby or hallway should not be used for a playground or racetrack.
3. Cheer for our team, not against the other teams or officials.

4. Once an activity has started, stay in the designated activity area.  
No wandering throughout the building.
5. Have fun at the game; students should remember they are spectators.
6. Appropriate non-disruptive behavior is expected in all district gyms and playing fields.
7. Students should sit on the Sleepy Eye side during games unless accompanied by a parent.

**Tardies:** Tardiness occurs when a student arrives to class or Advisory after the established beginning time.

- Conference
- Detention
- Parent Notification
- Suspension

**Terroristic Threats:** Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person.

- Conference
- Law Enforcement Referral
- Suspension 1-10 days
- Expulsion
- Alternative Placement
- Psychiatric Evaluation

**Theft, Robbery/Extortion, Unauthorized Use of School Property - Theft:** the unauthorized taking of the property of another. Robbery/Extortion: the obtaining of property from another where his/her consent was induced by use of force or a threat of force. Unauthorized Use of School Property: the unauthorized/illegal use of school property for non-school activities.

- Conference
- Suspension 1-10 days
- Law Enforcement Referral
- Expulsion

**Tobacco:** Possession or use of any tobacco product, or any product that takes on the appearance of a tobacco product, including e-cigarettes and vaping devices, by a student while on school grounds or at school-sponsored events. This includes any type of tobacco product, chewing, holding a lighted tobacco product, or exhaling smoke from the mouth or nose.

- Confiscation
- Suspension 1-10 days
- Law Enforcement Referral
- MSHSL Violation

**Trespassing:** This refers to persons physically present on school property or at a school activity after being requested to leave by the school principal or other person lawfully responsible for the control of the premises.

**Truancy:** "Truant" is defined as absent from school or class without the knowledge and approval of the school and parents/guardian.

- Parent Notification
- Suspension 1-10 days
- Law Enforcement Referral
- Conference
- Legal Notification
- Referral to Social Services
- Detention
- Suspension 1-10 days
- Grade Reduction
- Alternative Placement

**Unauthorized Distribution:** Distribution or possession of literature on or near school property of inflammatory, libelous, slanderous, or otherwise unauthorized material.

- Conference
- Confiscation
- Detention
- Suspension 1-10 days
- Law Enforcement Referral
- Expulsion

**Vape Sensor Violation:** There are vape sensors located in various places in the building. These devices detect e-cigarette/vape smoke as well as loud noises. Notifications of the device detecting smoke and loud noises are sent to administration.

- Search
- Confiscation
- Law Enforcement Referral

Administration will respond to notifications to determine student(s) responsible.

- In-School Suspension
- Restroom Escort for Multiple Notifications

#### **Weapons:**

1. "Weapon" – any instrument or object designed or intended to produce death, or used in a commission of a violent act, or in a manner which threatens, raises fear, or inflicts bodily injury. A weapon can include: firearm, including firearm silencer, electronic dart gun, cap gun, or zip gun; shotgun, rifle, machine gun or any other weapon that simulates or is adaptable for use as a machine gun; air gun, spring gun or other instrument or weapon in which propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun, imitation pistol) any knife, including a switchblade knife, gravity knife and cane sword (a cane that conceals a knife); billy club, blackjack, bludgeon, chukka tick and metal knuckles; sandbag and sandclub; slingshot (small, heavy weights attached to a thong); explosive, incendiary bomb or bombshell; dagger, stiletto, dangerous knife, strait razor, and grocery store bag cutter; acid or other deadly or dangerous chemical; loaded or blank cartridges and ammunition; taser; and any deadly, dangerous or sharp-pointed instrument that can be used as a weapon (such as broken glass, case cutter, chains, wire). A weapon can also include common everyday items such as belts, combs, nail files, scissors, combustible liquids, etc., which are used or have been modified to threaten or inflict bodily harm.
2. Firearms – any "weapon" (including a "starter pistol") which is designed to, or can be converted to expel a projectile by the action of an explosive. (Definitions of other firearms and related explosive devices can be found in Section 921 or Title 18 of the United States Code, Chapter 44, Firearms). (See 127.282 MN Fair Dismissal Law).
3. Gun – A projectile object used as a weapon; this definition includes anything resembling a gun in shape or operation.

- Expulsion
- Conference
- Suspension 1-10 days
- Confiscation
- Law Enforcement Referral
- Alternative Placement

**Willful Disobedience:** Refusal to follow published school rules and verbal requests and regulations.

1. Continual willful disobedience – repeated refusal to follow school rules, regulations and verbal requests after conference resulting from first violation.
2. Disruptive behavior – Actions which interfere with effective operations of the school.
3. Disrespectful Behavior – Insulting, inappropriate, or rude comments or gestures directed at staff members.

- Conference
- Detention
- Suspension 1-10 days
- Alternative Placement

### **Description of Consequences for Unacceptable Conduct**

#### **Removal From Class**

A teacher will remove a student from class on these grounds:

- a) Willful conduct that materially & substantially disrupts the rights of others to an education.
- b) Willful conduct which endangers school district employees, the pupil or pupils, or the property of the school.
- c) Willful violation of any general rules & regulations specified in the Sleepy Eye Student Handbook and the Discipline Policy adopted by School Board.

#### **Removal Guidelines**

1. A student will report to the office when removed from a class.

2. A teacher will fill out the Office Referral form and submit it to the office.
3. Instructors will contact parents after the second Office Referral in the same class and have a conference with the student before allowing the student back into class.
4. A student may be removed from class up to three (3) days, and assignments must be provided by the instructor.
5. If the student does not come to the office when kicked out of a class, he/she will be assigned additional consequences.

**Confiscation and Forfeiture.** A teacher, counselor, staff member, or administrator will confiscate any item whose possession is barred by law or district policy. Whether a confiscated item will be returned will be determined by the building principal.

**Community Service.** A principal may require a student to provide community or school service in response to the violation of a conduct standard. Arrangements for community service will be coordinated with the facilities manager.

**Restitution.** Administration may require a student to make restitution for the value of a loss resulting from the student's conduct. Restitution may include cash, goods, or services.

**Detention.** Detention is a disciplinary procedure to be applied to those students with unacceptable patterns of attendance, tardiness and conduct. Detention will be served in a timely fashion. Students will begin within 2 days of earning detention time. Work, practice/participation in an activity will not be an excuse to not attend detention. The following rules will apply to detention assignments.

1. Detention will be served after school from 3:05 – 4:10 pm.
2. A first failure to attend detention will result in: Additional detention, or loss of privileges.
3. Any additional refusals to attend detention will result in community service, suspension, and a mandatory parent meeting before the student is allowed to return to class.

**In-School Suspension.** In-School Suspension is intended to allow a “cooling off” period of a class or classes, to avoid disruption of the school environment, or to await a decision on proceeding to out-of-school suspension. In-School Suspension expectations:

1. Report on time to the appropriate room on your assigned day.
2. There is to be NO talking or passing notes! Students are allowed to ask the supervisor questions, but communicating with others in the room is not allowed.
3. Sleeping and laying heads on the desk is not acceptable.
4. Do all the work assigned by the instructor.
5. Once homework is completed, students are responsible to have activities to keep them busy. If students do not have anything to work on and choose not to find something to read, alternative work will be assigned by the supervisor..
6. You may leave your seat only with the permission of the supervisor.
7. Absolutely no cell phones or novelty items. These items will be confiscated. iPads will be allowed. Headphones will be allowed only to watch math videos.
8. NO pop, candy, or food items with the exception of the school lunch served during noon will be allowed in the ISS/Lunch Detention Room.
9. No access to computers unless required as part of an assignment.
10. No visitors.
11. You will be required to clean up the room before leaving (floors, walls, desks, etc.).
12. Failure to follow these expectations will result in additional consequences including after school/vacation detention, suspension from school and a parent meeting before returning to school.

**Out-Of-School Suspension.** Out-Of-School Suspension is intended to avoid disruption of classes or the school environment when less severe disciplinary measures are inadequate to assure avoidance of such disruption. Students assigned Out-Of-School Suspension are not allowed on school grounds or at school activities during the period of suspension. A parent/guardian meeting with school administration must be conducted before a student can return to classes. Parent/guardian will be responsible for arranging to pick up homework assignments missed due to the suspension.

**Suspension Guidelines.** All suspensions will be according to the guidelines of the Pupil Fair Dismissal Act and for the following reasons:

- a. Willful violation of any reasonable school board regulation.
- b. Willful conduct that significantly disrupts the rights of others to an education.
- c. Willful conduct that endangers the pupil or other pupils or surrounding persons, or the property of the school.

If you continue to be suspended for your behavior, you may be expelled from school.

**Extra-Curriculars & Suspension.** Suspensions whether in school or out of school for any part of the school day will prevent that student from participating in an extra curricular activity (practice, game or performance) until the suspension period is over.

**Suspension and College Option.** Students participating in the college option program who are placed on suspension in or out of school are also suspended from their college option courses during the defined period of suspension.

**Expulsion & Exclusion.** Expulsion or exclusion, which is being removed from school, may be necessary for certain situations or repeated violation of school district policy.

## STUDENT RECOGNITION

SEHS feels it is important to recognize students who are performing well in school. For that reason, SEHS has established student recognition programs. These programs and their specific eligibility are outlined over the next pages. Students with questions about eligibility should contact the building principal.

### Perfect Attendance

Perfect attendance indicates that a student has not been absent from school during a given period of time. Variances will not be allowed from the policy. Circumstances occasionally arise that force a student to be absent when he/she does not wish to be gone (doctor appointments, funerals, bad weather, etc.) and this will jeopardize their perfect attendance. Each year those students achieving perfect attendance will be recognized. School related absences will not affect the attendance record.

### Honor Roll

Students completing curriculum modified from grade level content standards will not be considered for this recognition.

Gold – 3.67 and above      Silver – 3.00 to 3.66

### Student of the Month

In an attempt to acknowledge students who excel in demonstrating Sleepy Eye Pride expectations, SEHS has implemented a Student of the Month program. Students who are selected as Student of the Month will be recognized in various ways.

Each month, one student from each grade will be selected based on the following criteria:

- No more than one office referral per semester.
- Must be passing all classes or demonstrating significant progress.
- Must maintain good attendance.
- Attitude and effort is of a consistently high level.

### Minnesota Honor Society

Minnesota Honor Society (MHS) is a national organization designed to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Students with the required cumulative grade point average (GPA) of at least a 3.3 are invited to become members of the Sleepy Eye High School chapter of Minnesota Honor Society each year. Students completing modified from grade level content standards will not be considered for this recognition. Students who meet the required grade point average are invited to complete an application.

Each student will be rated by present faculty members in the areas of leadership, service, and character. The faculty council, comprised of five (5) members from the present teaching staff will make the final selection of new members. The final selection is determined by the ratings from the faculty, along with comments and discussion presented to the faculty council. Students who have had a Minnesota State High School League violation, have been found guilty of a crime against the school, or have been convicted of any criminal activity that is public knowledge, will be considered a “poor risk” applicant to the local chapter.

To meet the service requirement the member must be active in service projects in the school and community. After being accepted into the MHS, members will need to complete at least 30 hours of service, participate in yearly projects (Kids Against Hunger, Highway Cleanup and Trick or Treating) and attend bi-weekly meetings to be inducted at the ceremony in May.

Members who fall below the standards that were the basis for their selection or who fail to fulfill the activity requirements of the SE Chapter will be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws (this includes but is not limited to: drinking, smoking, disrespect for others, cheating, etc.). A member does not necessarily have to be warned. Only one warning will be given before dismissal. In cases of impending dismissal, a member shall have a right to appeal to the faculty council.

## STUDENT ACTIVITIES

### Philosophy

SEHS has a wide variety of activities which broaden and enrich the curricular program as well as contribute to the full development of each individual student. Participation is encouraged. Contact the advisor, coach, or director for details concerning participation. It is the goal of the school board and SEHS that each and every student is involved in at least one extra-curricular activity. Below is a list of activities available for student participation.

### Athletic Activities

| <u>Boys</u>     |          | <u>Girls</u>    |                |             |
|-----------------|----------|-----------------|----------------|-------------|
| Cross Country * | Baseball | Cross Country * | Golf *         | Danceline * |
| Football *      | Golf *   | Tennis *        | Track *        | Hockey*     |
| Basketball      | Track *  | Basketball      | Softball       | Soccer*     |
| Wrestling*      | Hockey * | Volleyball      | Cheerleading * |             |
|                 | Soccer*  |                 |                |             |

\*Combined with Other Schools

### Other Activities

|                |          |                  |          |              |
|----------------|----------|------------------|----------|--------------|
| Three-Act Play | Speech   | School Newspaper | FFA      | Book Club    |
| One-Act Play   | Yearbook | Knowledge Bowl   | Band     | Trapshooting |
|                | Choir    | Student Council  | Art Club |              |

### Student Activity Fees

|                                          |                                |
|------------------------------------------|--------------------------------|
| Jr. High Sports (Grades 7-8) - \$80      | Fine Arts - \$55               |
| High School Sports (Grades 9-12) - \$110 | The family limit 7-12 is \$400 |

\*Students who qualify for free or reduced lunches will pay 50% of the fee. Parents will be encouraged to contact the United Way to request assistance. Students that do not pay the reduced fee will not be able to participate.

### Season Ticket/Pass

|                |                                                          |
|----------------|----------------------------------------------------------|
| Family - \$125 | Adult - \$75                                             |
| Student - \$40 | Senior Citizen (age 60 plus) Outside SE District - \$40  |
|                | Senior Citizen (age 60 plus) SE District Resident - FREE |

### Practice or Rehearsal

Students involved in activities are expected to participate in all practices or rehearsal sessions. The participant is responsible for contacting the coach or director regarding intentions of missing a practice, rehearsal, contest or production. Students must be in attendance the entire school day to be eligible to practice/participate in all activities. A student who is absent during the day for an exempt reason may be eligible to practice/participate, but documentation of the absence will be required. Exceptions for family or personal emergencies may be made by the principal. Violation of this rule means ineligibility in the next interscholastic or public event.

### Participation in School Activities

Participation in extra-class activities shall be governed by individual school regulations and by the Minnesota State High School League

Rules & regulations for activities are under the league's jurisdiction. Copies of the High School League Rules & Regulations and Sleepy Eye Activity Rules & Regulations signed by parent/guardian and student must be on file with the athletic director prior to participating in any school activity.

#### Travel To and From School Activities

SEHS students who are representing SEHS in school athletics and activities must ride the district provided means of transportation to and from the event. Only when absolutely necessary, a parent/guardian may make prior arrangements to pick up a student after the event. The parent/guardian must make arrangements through the high school administration and must personally meet the coach or advisor to pick up the student.

#### Wednesday Evening

Wednesday nights are to be kept free from activities except with the approval of administration. No student activities are to be held in the building after 6:00 p.m. on Wednesdays.

#### On-Line Education Enrollment

Students choosing to enroll in on-line educational alternatives may forfeit activity eligibility. Before enrolling in an on-line program, a student should visit with the Athletic Director to determine if eligibility will be affected.

#### Transfers

All transfer students that participate in athletics must fill out a transfer form (see Athletic Director for this form). If a student transfers from one school to another, and at the time of transfer was not fully eligible in his or her previous school, then that student shall be ineligible in the new school. A student who transfers from one school to another and is not in good standing shall be ineligible until the penalty has been satisfied. In other words, a student may not transfer from one school to another and gain eligibility.

#### Activity Participation and Suspension

Students placed on in-school or out-of-school suspension due to violation of school expectations are not allowed to practice, perform in, or attend school activities on dates of the assigned suspensions.

#### Student Conduct at Athletic Events/Activities

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing of refuse and no loitering in the immediate area before or after a game. School policy prohibiting the use or possession of drugs and alcohol applies at all athletic events in which the school is involved, regardless of the site. We also ask that students honor the following:

1. Students are only permitted in the balcony when accompanied by an adult supervisor.
2. Only authorized personnel are permitted on the stage, all others should use seating on the east side of the gym. Remain in the gym while the contest or activity is in progress. Leave only during time-outs or during intermissions. When outside the gym, remain in the hallways immediately adjacent to the gym. Student use of other hallways, areas and/or lockers is by permission only.

Students who exhibit inappropriate and unsportsmanlike-like conduct at events will be required to leave and will forfeit attendance at future events.

#### The SEHS Sportsmanship Code: The Spectator Should:

1. Realize that they represent the school just as definitely as does the member of a team, and, therefore, have an obligation to be a true sportsman, encouraging through their behavior the practice of good sportsmanship by others.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that the primary purpose of interscholastic activities is to promote the physical, mental, moral, social, and emotional well being of the players through the medium of contests. Victory or defeat is, in reality, of secondary importance.
4. Treat visiting teams and officials as guests, extending to them every courtesy.
5. Be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of officials, realizing that their decisions are based on game conditions as they observe them.
7. Show respect during the National Anthem.
8. Assaulting a sports official is prohibited. Any person who assaults a sports official in connection with any interscholastic activity may be excluded from attending an activity for up to 10 months.

#### SEHS Ineligibility Policy for Extra-curricular Participation

- ❖ Mid-term, semester and final grades will be reported to parents.

- ❖ Periodic reports will also be made to parents and students who are not passing all classes to determine eligibility for participation in school activities.
- ❖ The first eligibility check will take place after approximately 25 school days of each semester. After the first eligibility check of the semester subsequent grade checks will take place approximately every 10 school days.
- ❖ A student who is not passing all classes at a first grade check will be placed on academic probation. The student may practice and perform/compete in activities while on academic probation. The student will remain on academic probation for the rest of the semester.
- ❖ A student who is not passing all classes at a subsequent grade check during the semester will be placed on the academically ineligible list. While academically ineligible a student may practice, but not perform/compete in activities.
- ❖ When placed on the academic ineligible list the student will not be eligible to perform/compete for the next 14 calendar days.
- ❖ A student who is failing a class at the end of first semester will not be eligible to perform/compete for the next 14 calendar days. Semester 1 grades are to be final by **January 8, 2026**.
- ❖ A student who is failing a class at the end of second semester will not be eligible to perform/compete for the first scheduled contest/event of the following school year.
- ❖ A student who fails a year-long course will not be eligible to perform/compete for the first scheduled contest/event of the following school year. The student can avoid this ineligibility by successfully passing the course during the summer school session.

#### Violation of MSHSL Eligibility Rules

All Sleepy Eye High School extra-curricular and co-curricular activities (clubs, athletics, etc.) are governed by MSHSL and District 84 eligibility rules. All students and parents/guardians must sign off indicating agreement to abide by the MSHSL Guidelines. Violations of the Guidelines will result in periods of ineligibility.

#### Alcohol, Tobacco, Drugs

During the calendar year, regardless of the quantity, a student shall not: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell or give away any other controlled substance. The calendar year applies to the 12-month calendar year. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. No student will be allowed to come out for a sport to serve a violation after a season has begun. They must be out on the first day. The student must finish the season in good standing or none of the weeks would apply. The administration reserves the right to increase penalties under certain circumstances.

#### MSHSL Sponsored Activities (Category I)

1<sup>st</sup> Violation: Penalty: After confirmation of the 1<sup>st</sup> violation the student shall lose eligibility for the next three (3) CONSECUTIVE INTERSCHOLASTIC EVENTS or three (3) weeks, 21 calendar days of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2<sup>nd</sup> Violation: Penalty: After confirmation of the second violation the student shall lose eligibility for nine (9) weeks, 63 calendar days, or the next NINE (9) CONSECUTIVE INTERSCHOLASTIC EVENTS in which the student is a participant, whichever is greater. This penalty can be reduced provided the student completes a chemical abuse treatment program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. This treatment may be received on either an in-patient or outpatient basis.

3<sup>rd</sup> Violation: Penalty: After confirmation on the third or subsequent violations, the student shall lose eligibility for twelve (12) weeks or the next SIXTEEN (16) CONSECUTIVE INTERSCHOLASTIC EVENTS in which the student is a participant, whichever is greater. This penalty can be reduced provided the student completes a chemical abuse treatment program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. This treatment may be received on either an in-patient or outpatient basis.

#### Other School Activities Not Sponsored by MSHSL (Category II)

Examples include, but are not limited to Band, Choir, Speech, Plays, Knowledge Bowl, Mock Trial, FFA, Homecoming, Spring Fling, Prom, recognition banquets and programs.

1<sup>st</sup> Violation: After confirmation of the 1<sup>st</sup> violation the student shall not be permitted to participate in the next scheduled performance or appearance.

2<sup>nd</sup> Violation: After confirmation of the 2<sup>nd</sup> violation the student will not be permitted to participate in the next 2 scheduled performances or appearances.

3<sup>rd</sup> Violation: After confirmation of the 3<sup>rd</sup> violation the student will not be permitted to participate in the next 4 scheduled performances or appearances.

#### Compound Penalties

Students enrolled in both Category I and Category II activities will need to serve a penalty as described in each category.

#### General Student Participation Expectations

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in SE School's interscholastic activities, students must understand and accept the following responsibilities:

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

#### Violation of Student General Participation Expectations

Participation in conduct which violates SEHS's general student participation expectations may constitute grounds for loss of privileges for participation in both Category I and II activities. The principal will make a determination of the severity of the violation and subsequently the length and severity of the ineligibility period. The MSHSL specifically recognizes that certain conduct requires penalties that exceed those penalties typically imposed for first violations.

#### Accumulative Penalties

Penalties shall be accumulative, beginning with and continuing with the student's participation in junior high activities all the way up to varsity level competition. There is no "wiping the slate clean" with each new school year.

#### Fair Hearing Procedure – Student Eligibility

Section 213.02, 8 of the Constitution of the Minnesota State High School League provides a Fair Hearing Procedure for a student, parent or guardian who wishes to contest a school's failure to certify the eligibility of a student.

The Fair Hearing Process is outlined below for your reference.

The Fair Hearing Procedure is to allow a local hearing panel to review the decision of the school representatives regarding the student's declaration of ineligibility. All rulings must be consistent with League bylaws. Only the Board of Directors has the constitutional authority to waive the application of the penalty for the violation of any bylaw.

1. A student, parent, or guardian wishing to contest a school's decision regarding eligibility may appeal that decision as follows:
  - A. Written notice shall be directed to the School Principal within 10 calendar days after the date of mailing of the school's decision requesting a hearing and stating the basis of a claim for eligibility.
  - B. The school principal shall convene a hearing panel of from three to five members within 10 calendar days after receipt of the notice of appeal. The hearing panel should include a member of the Board of Education, a member of the school's administrative staff and a member of the school faculty, or the school may elect to have the hearing conducted by an independent hearing officer. All costs shall be borne by the school. Two days written notice shall be given to the student and parent(s) or guardian(s) prior to the hearing. The notice shall state the date, time, and place of the hearing.
  - C. The Hearing Panel shall:
    - 1) Designate one of the panel members as the presiding officer.
    - 2) Record and preserve the hearing, pending ultimate outcome of the matter.
    - 3) Hear both the evidence which purports to substantiate the allegations of ineligibility and that evidence which the student, or the student's spokesperson, presents to show that the student should not be found ineligible.
    - 4) Review the evidence presented at the hearing and determine if the school's initial declaration of ineligibility has been properly determined. The hearing panel shall consider all evidence presented at the hearing, but the hearing panel's final decision shall be bound by MSHSL bylaws.

- 5) Prepare written findings of fact and conclusions which shall be based on the substantial evidence presented at the hearing. These written findings of fact and conclusions shall be mailed to the student, the parent(s) or guardian(s) and the executive director of the MSHSL, or his designee, within two days after the date of the hearing.
  - 6) If, in the League's opinion, the hearing panel of a member school does not make findings consistent with the MSHSL bylaws, the executive director of the League, or his designee, may overrule the hearing panel's decision.
2. A student, parent, or guardian wishing to appeal the school hearing panel's decision or the decision made by the executive director of the League, or his designee, may appeal the decision to the Board of Directors of the League by:
- A. mailing a written notice of appeal to the school principal, and
  - B. a written notice of appeal to the Executive Director of the MSHSL must be postmarked within 10 calendar days after receipt of the written findings of fact and conclusion from the school hearing panel, and
  - C. mailing a copy of the written findings of fact and conclusions of the school's hearing panel to the MSHSL.
    - 1) The League shall schedule a hearing within 10 calendar days of receipt of the written notice of appeal unless an extension, not to exceed 5 days is requested, for good cause, by the school, student, parent(s) or guardian(s).
    - 2) The hearing shall be an original proceeding with the school having the burden of proving its allegations.
    - 3) The hearing shall take place before an independent hearing officer. The cost of the hearing officer shall be borne by the League.
    - 4) The proceedings of the hearing shall be recorded and preserved pending ultimate disposition of the matter. Testimony shall be given under oath.
    - 5) The student shall have a right to a representative of the student's choice which may include legal counsel.
    - 6) The student, parent(s), or guardian(s) shall have the right to present evidence and testimony.
    - 7) The recommendation of the hearing officer shall be based solely upon evidence presented at the hearing, shall be in writing, and the controlling facts upon which the recommendation is based shall be stated in sufficient detail to apprise the parties of the basis and reason for the recommendation. The recommendation of the hearing officer shall be made to the League office within four days following the end of the hearing. The recommendation of the hearing officer will govern the student's eligibility until formal Board of Director's review.
    - 8) The decision of the Board of Directors shall be rendered at the board's next meeting after the receipt of the recommendation from the independent hearing officer.
    - 9) The decision of the Board of Directors shall be final.

## **SCHOOL DISTRICT POLICIES**

### **514 BULLYING PROHIBITION POLICY (Revised 7/18/18)**

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

#### **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 or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

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

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

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

### **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 Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **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 remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

## **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 (See MSBA/MASA Model Policy 506) 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. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.

- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
  - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. 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.

- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### 413 HARASSMENT AND VIOLENCE (Revised 7/18/18)

*[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]*

##### 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 student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, 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 district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with 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 student, teacher, administrator, or other school district 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 of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment: Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
    - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
    - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
  2. Sexual harassment may include, but is not limited to:
    - a. unwelcome verbal harassment or abuse;
    - b. unwelcome pressure for sexual activity;
    - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
    - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
    - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
    - f. unwelcome behavior or words directed at an individual because of sexual orientation, 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 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, 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 the "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 Shane Laffen, H.S. Principal 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.<sup>1</sup>
- 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, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

## **V. INVESTIGATION**

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- 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 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 target or victim, the complainant, and students, teachers, administrators, or other school district 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 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. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of 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 Minnesota 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 Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **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 initial 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

## **526 HAZING PROHIBITION (Revised 7/19/17)**

*[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]*

### **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. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **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 school-related 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. “Immediately” means as soon as possible but in no event longer than 24 hours.
  - C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
  - D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
  - E. “Student” means a student enrolled in a public school or a charter school.
  - F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades, work assignments, or educational or work environment.

- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. DISSEMINATION OF POLICY**

*[Note: Proper reference should be made to the appropriate handbooks in each school district.]*

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

- B. The school district will develop a method of discussing this policy with students and employees.

## **501 SCHOOL WEAPONS POLICY (Revised 7/19/17)**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and 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; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; 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.

*[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than exception (7) to Section 609.66, Subdivision 1d. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Section 609.66, Subdivision 1d.]*

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the 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 nonstudent 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 year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion

While the school district 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.

## VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
  2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
  3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

***[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]***

- B. Other Nonstudents
1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
  2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.