

# STUDENT HANDBOOK 2018/2019



## CHATFIELD HIGH SCHOOL

*Home of the Gophers*

### INTRODUCTION

This student handbook has been prepared for all students and parents of Chatfield High School (CHS). Students and parents are responsible for its contents and will serve as a ready reference so that you might better understand the school organization, services and activities. A handbook cannot possibly cover all questions that may arise. Therefore, you should seek answers to your questions from the administration and faculty of CHS. With everyone taking the time to become familiar with the rules and procedures at CHS, we will hopefully create an environment that will allow the students to feel safe and become familiar with the educational opportunities and experiences that are offered. Your school facilities have been getting a major update this year and our janitorial staff does a great job of maintaining and improving them, as well. Please take advantage of all of the facilities, and also please take care of them and keep them looking like new. Best wishes to all of the students at CHS.

I hope that you have a great school year. GO GOPHERS!!

**Randy Paulson**

**High School Principal**

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## **2018-19 Chatfield Public Schools Calendar**

Please refer to the District Website for the School and Sports Calendar.

Chatfield.k12.mn.us

Go to District Information, click on Calendar, and select 2018-2019 School Calendar

### **ADMINISTRATORS**

Mr. Edward Harris	Superintendent
Mr. Randy Paulson	Secondary School Principal
Mr. Shane McBroom	Elementary School Principal
Ms. Karyl Lyon	Business Manager
Mrs. Lindsey Olson	Counselor
Mr. Dan Schindler	Activities Director

### **BOARD OF EDUCATION**

Gerald Chase – Chair	Amy Jeffers - Director
Lanny Isensee – Vice Chair	Katie Priebe – Treasurer
Matt McMahon – Director	Scott Backer – Clerk

### **RULES & PROCEDURES**

#### **Complaint Procedures**

If parents or students have questions or concerns relating to classroom or teacher procedures or other circumstances they should follow the chain of command: The student should talk to the instructor first to clarify and resolve the situation, and then the parent(s) and student should speak to the instructor. If it is not resolved, then the parent(s) and/or student should meet with the building principal to resolve the situation (building principal may ask for the complaint to be in writing), followed by the superintendent and finally the school board.

#### **Chatfield High School Discipline Matrix**

The CHS Discipline Matrix has a more complete list of inappropriate conducts and their consequences. This is posted on the school website. Go to the District website, select District Information, click on Handbooks, then select Discipline Matrix. Please refer questions to the High School Principal for clarification.

#### **WEAPONS, EXPLOSIVES, ASSAULTS AND DANGEROUS OBJECTS**

A weapon means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use, capable of threatening or producing great bodily harm or death. Examples include, but are not limited to: guns, including pellet guns, look-alike guns, or non-functioning guns, knives, clubs, metal knuckles, numchucks, throwing stars, explosives, stunguns, and ammunition. A student who finds a weapon, or inadvertently brings a weapon on to school property or in the school building, is required to bring the weapon to the principal's office immediately. No disciplinary action will be taken toward the student in this circumstance.

**Possession of a weapon:** Possession of a weapon is defined as having a weapon on one's person or in an area subject to one's control on school property or at a school function.

Possession of any weapon will result in:

1. Confiscation of the weapon,
2. Suspension up to 10 days, pending expulsion recommendation and hearing,
3. Notification of legal authorities,

4. Expulsion from school,
5. MSHSL Violation

**Assault:** Assault is a threat of bodily harm or death to another person without physical contact. A threat will result in one of the following consequences:

1. Parent, student/principal conference
2. Suspension from school
3. Expulsion from school.
4. MSHSL Violation

Students making a threat of bodily harm with a weapon will receive consequences according to the weapons section of the handbook.

#### **Fighting/Physical Assaults**

Students involved in a fight or physical assault will receive out of school suspensions ranging from three (3) to ten (10) days and a MSHSL violation regardless of who started the fight.

A student who feels they have been assaulted should report the incident immediately to a teacher, counselor or principal. Notification of legal authorities will be made and possibly a recommendation to the superintendent for expulsion for repeated offenses.

#### **Fireworks and other Incendiary Devices**

Students who possess fireworks, smoke bombs, accelerants, cigarette lighters or other lighters, or other incendiary devices will be subject to immediate suspension ranging from two (2) to ten (10) days and a possible MSHSL violation. Notification of legal authorities will be made and code of ethics consequences according to the MSHSL. Depending on the amount of interruption of the education process and/or if bodily harm is involved, administration may go directly to step number two or three on the discipline matrix.

## **ALCOHOL, TOBACCO, AND OTHER CONTROLLED SUBSTANCES**

#### **Drug Free Zone**

All Minnesota schools are considered drug free zones. Any person using or selling drugs/narcotics/prescription drugs in these zones may face penalties that are double the normal conviction penalties. In order to maintain a drug free zone, the school district reserves the right to periodic searches that may or may not include dog (K9) searches. These searches may be done without warning.

#### **Smoking/Possession of Cigarettes or any Tobacco Products**

The possession of tobacco products, e-cigarettes, “vapes” and/or other products of a similar nature by students is not allowed on school property at any time. Any student possessing or using any products/devices as listed above on school property or at any school function will be suspended for a period of two (2) to ten (10) days. Student athletes will also be required to serve disciplinary action in accordance to the MSHSL rules.

#### **Alcohol, non-prescribed Drugs and other Controlled Substances**

A student shall not buy, sell, possess, use, transmit, distribute, be under the influence of or show any effect of any alcohol, legal or illegal drug, prescription drugs, or other controlled substances on school property or at school events. A student, upon confirmation of such violation, may be suspended from school for a period of three (3) to ten (10) days. Student athletes will also be required to serve disciplinary action in accordance to the MSHSL rules.

If an administrator has reason to believe that a student is under the influence of a controlled substance, or that a student is in possession of a controlled substance or tobacco, the school district reserves the right to search the student and/or lockers, vehicles or other personal articles of the student.

## **Chemical, Tobacco and Other Controlled Substances Violations**

Any student who is in possession of or using alcohol, tobacco, electronic cigarette, e-cigarette, **vape cartridges or other refilling/additive devices** and/or other controlled substances, on or off school grounds, will also be restricted from being at school functions and from being on school property after the school day. Students will be asked to leave school property at 3:10 p.m. and not return until 8:00 a.m. Students may be allowed to attend athletic practices and events, activity practices, or take a test, quiz or receive academic assistance from a teacher, coach or advisor as long as that student has been issued an approved pass from the high school principal or activities director. If a student does not have an approved pass they are not allowed to be on school grounds for any reason during the time listed above. Students violating this rule during the summer months will begin serving their penalty on the first day of school at Chatfield High School. The following penalties are cumulative beginning with the 7<sup>th</sup> grade year and throughout the student’s high school career. Note: Student must be in good standing (not suspended and eligible and cleared to participate) in order for the consequence to be served.

1. **First Offense – Two (2) weeks (14 calendar days) from notification of consequence. No Field trips for one calendar year as listed below.**
2. **Second Offense – Three (3) weeks (21 calendar days) from notification of consequence. No Field trips for one calendar year as listed below.**
3. **Third Offense – Four (4) weeks (28 calendar days) from notification of consequence. No Field trips for one calendar year as listed below.**

**Student Athletes and/or Performing Arts Participants** will have the following penalty in addition to the actions listed above in accordance to the Minnesota State High School League Rules:

1. **First Offense – Two (2) consecutive interscholastic contests in which the student is a participant, or two (2) weeks, 14 calendar days, which ever is greater (category I, Sports) and the first one (1) performing arts event (category II, Performing Arts).**
2. **Second Offense – Six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, 21 calendar days, which ever is greater (category I, Sports) and the first two (2) performing arts events (category II, Performing Arts).**
3. **Third or Subsequent Violation Penalty**
  1. **The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.**
  2. **A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:**
    - a. **The student is assessed as chemically dependent,**
    - b. **Enters treatment voluntarily, and**
    - c. **The director of the treatment center certifies that the student has successfully completed the treatment program.**
    - d. **The treatment option cannot be used for the first or second violation.**

**Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.**

## **Involuntary Possession of an Illegal Chemical Substance or Drug:**

A student who finds illegal chemical substances/drugs to be involuntarily in their possession or is given illegal chemical substances/drugs without their knowledge and becomes aware of the illegal chemical substances/drugs will be treated as in possession of illegal chemical substances/drugs unless they immediately report it to school authorities and, if possible, bring the substance to the principal's office or immediately report its location. No disciplinary action will be taken toward the student for being involuntarily in possession if the student complies with these reporting requirements.

## **Field Trips**

Students that have received a violation of the MSHSL or School District's Chemical and Tobacco Use Policy will not be eligible to participate in any overnight trips for one calendar year from the date of implementing the infraction consequences. Students that have been suspended (in-school or out of school suspension) 5 or more days during one school year (Ex. September 5, 2017 to June 1, 2018) will not be eligible to participate in any overnight trips for one calendar year from the date of implementing the fifth day of suspension. If a student has more than one offense, the first calendar year for the first offense must be completed before the second consequence begins. If a student has a third offense the first calendar year and the second calendar year must be completed before the third consequence begins.

Examples of these trips shall include, but not limited to, the senior class trip, 8<sup>th</sup> grade Washington D.C. trip, FFA State or National Convention, band or choir trip, History Day trip, State Basketball and others.

*Students that are honest and admit to Chemical, Alcohol or Tobacco use on their own with or without their parents present and have not been caught or are going to be turned in by law enforcement or any other mandatory reporter, and it is their first violation may have their Field Trip privileges reinstated once they have completed a chemical or tobacco use prevention class. Students must present a completion certificate, a written statement requesting to be reinstated, have no additional violations pending, and come before the High School Student Assistance Team to make the final determination and approval. If a student is reinstated and has a second violation the first Field Trip consequence must be completed and added on to the second Field Trip consequence.*

# **Good Standing and General Eligibility Requirements for Chatfield High School (Code of Ethics)**

In order to be eligible for regular season and League tournament competition a student must be in good standing. Students that violate the Student Code of Responsibilities are not in good standing and are ineligible for a period of time. Note: The principal may exceed the below penalty typically imposed for a first violation because of the significance of the misconduct.

First Offense: A student is ineligible for the first sporting event (category I) and the first performing arts event (category II).

Second Offense: A student is ineligible for the first two sporting events (category I) and the first two performing arts events (category II).

Third Offense: A student is ineligible for the first three sporting events (category I) and the first three performing arts events (category II).

## **Suspended Students: Not in Good Standing**

A student that is suspended from school is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and has completed their re-entry meeting to return to good standing.

## **JOINING A TEAM TO SERVE A CONSEQUENCE FOR A MSHSL VIOLATION**

A student must be a member of that school's team no later than the fourth Monday from the official start of that sport season. When a sport season begins on a Monday, that day shall be counted as the first Monday. The student must also successfully complete the season, with excellent attendance, in order for the consequence to be served.

## **DISCIPLINARY ACTIONS**

It is the responsibility of the school district staff (Principal, Assistant Principal, Dean of Students, and Counselor, Activities Director or teachers) to investigate situations that may lead to disciplinary actions. This is official notice that information that is obtained from students can be used as evidence that may lead to disciplinary action.

Disciplinary actions may include, but are not limited to the procedures listed in this section. The following list is not listed in any particular order. A more complete list of disciplinary actions can be found in Chatfield High School's Disciplinary Matrix that is posted on the school website.

1. Student conference
2. Parent conference
3. Detention
4. Saturday School
5. Loss of School Privileges during, before, or after school
6. Referral for Services
7. Removal from Class
8. In-school suspension
9. Suspension.

Suspension from school is defined as removal from school for a period of one day or more. Students may be suspended for a period of up to ten days. Students who are suspended are not allowed to attend any school functions that occur outside the normal school day, whether the function is in Chatfield or some other location. Students may be suspended up to 15 days if an expulsion hearing has been or is in the process of being lined up.

10. Expulsion.

An expulsion from school may be imposed by the school board in severe situations.

## **TRANSPORTATION**

**DISTRICT RESPONSIBILITY FOR STUDENT PASSENGERS** - District responsibility for the welfare of the students commences when the student boards the school's designated vehicle. The district does not supervise students enroute to or from or while waiting at bus stop.

## **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. **The district's general student behavior rules are in effect for students on school buses and bus stops.** Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

#### **RULES AND PROCEDURES AT THE BUS STOP**

1. Be at your bus stop five minutes before your scheduled pick up time. The bus driver is not able to wait for late students.
2. Students are to get on the bus and off the bus at their designated location only. Students must have advance permission from the Principal or designee and receive a written request from their parents to ride a different bus or get off or on at a different bus stop.
3. Respect the property of others while waiting.
4. Keep your arms, legs and belongings to yourself.
5. Use appropriate language.
6. Stay away from the street, road or highway when waiting for the bus.
7. Wait until the bus stops before approaching the bus.
8. After getting off the bus, move away from the bus.
9. 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.
10. No fighting, harassment, intimidation or horseplay.
11. No use of alcohol, tobacco or drugs.

#### **RULES ON THE BUS**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

#### **CONSEQUENCES**

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

Secondary (7-12):

1<sup>st</sup> Offense – warning

2<sup>nd</sup> Offense – 3 school-day suspension from riding the bus

3<sup>rd</sup> Offense – 5 school-day suspension from riding the bus

4<sup>th</sup> Offense – 20 school-day suspension from riding the bus/ meet with parent or guardian

5<sup>th</sup> Offense – suspended from riding the bus for the remainder of the school year.

Based on the severity of a student's conduct, more serious consequences and regular discipline procedures according to the CHS Discipline Matrix may be imposed at any time. **Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.**

#### **VANDALISM / BUS DAMAGE**

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

## **CRIMINAL CONDUCT**

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**AFTER SCHOOL ACTIVITIES** - The district will provide transportation to and from extracurricular activities, from the school to the out-of-district activity site, for all authorized participants. The district does not provide home transportation following after school activities. However, the district may, at its discretion, provide transportation contiguous with or immediately following school hours between school buildings.

When a school activity involves transporting students, all persons must utilize the transportation provided for them by the school. If for some reason a student would not be using that transportation, he/she may only ride with one's **OWN** parents. The parent must then see the person in charge before taking their child to be sure there is no mix-up. Exceptions may be made on an individual basis by obtaining the principal's approval or the Activity Director's approval for sporting events.

**OFF-CAMPUS CLASSES/TRANSPORTATION** - Transportation for post-secondary option students is NOT provided by the school. Students who wish to transport themselves must have joint parent and administrative approval.

## **STUDENT PARKING LOT**

All vehicles must be parked in properly **marked** locations in the designated student parking lot. Student parking is **located in the west parking lot** or on the tennis court-side of the driveway. Only seniors are allowed to park in the visitor and staff main entrance parking lot next to the baseball field. Students are not allowed to park in any yellow marked zones, fire lane zones, visitor parking, teacher parking lot, handicap parking, and administrative parking and/or reserved and itinerant parking. NO students are to be in the parking lot in or around cars during the school day (7:50-3:20) unless entering or leaving the parking lot. If you must return to your vehicle, you must have a pass from the principal or his designee. Students are to use good driving habits upon arriving and leaving the parking lot. Students who do not comply with the rules and regulations will be subject to losing parking and driving privileges. Students will also be turned into the police for driving violations. Cars not properly parked may be towed and students will be responsible for the towing charge. Loss of parking privilege may also occur for violations. Students are permitted to park in the student parking lot as a matter of privilege, not a right. School officials may conduct routine patrols of school district parking locations and routine inspections of the exterior of the motor vehicles of students. 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 or rule. Any driving violations or other violations that occur in the parking lot that put other student's safety at risk may be subject to consequence as stated in the CHS Discipline Matrix.

## **ATTENDANCE**

When a student must be absent, the parent/guardian should call the school office the day of the absence. When there is advance knowledge of an absence, the parent/guardian should have the student obtain a pre-excuse or an advance make-up slip. More information can be found in the Advance Notice Absences section.

**All absences from school require a parent/guardian written explanation for the absence. Students that turn 18 and select to sign their own notes must also have the signature of the principal.**

**Students being seen by physicians or health care providers are asked to bring a note verifying the visit to the school office upon return to school.**

**Excessive Absenteeism** — It is our belief that daily attendance in school is vital to a student's success in school. To that end, students who demonstrate excessive absenteeism will be dealt with in the following manner:

1. All students who have been absent for 6 days during any semester or trimester will receive a notice to parents informing them of these absences. Students may be requested to provide a doctor's note by the principal. Students that have a history of truancy from past years may be required to provide a doctor's note after the 3<sup>rd</sup> day of absence.
2. All students who have been absent for 9 days during any semester will receive a notice to parents informing them of these absences. Students may be requested to provide a doctor's note by the principal.
3. After the ninth absence, a call to the parents will be made by the school social worker or counselor or teacher and the student will be required to have a doctor's note for their absences. The school nurse can also excuse the student when doctor notes are being required. If the doctor's note does not state that the child was unable to attend school, the absence maybe counted as unexcused by the principal.



4. All students 17 years and under, who have unexcused absences from school, for more than six (6) days or class periods per year, will be reported to Family and Social Services or to the truancy officer.
5. After the third (3<sup>rd</sup>) unexcused absence, the student's grade will be reduced by one increment, (e.g. From an A to A-). A written notice and/or conference between the parent, student, principal and teacher(s) may be held prior to this action being taken.
6. After the subsequent three (3) unexcused absences, the student's grade will be reduced by one additional increment. A written notice and/or conference between the parent, student, principal and teacher(s) may be held prior to this action being taken.

#### **Reasons for Excused Absences**

1. Illness
2. Serious illness in student's immediate family.
3. A death in the student's immediate family or of a close friend or relative.
4. Medical or dental treatment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing. Students will not be counted absent for these activities.
9. Removal of a student pursuant to a suspension.

#### **Family Vacations**

The school district encourages parents to attempt to schedule family vacations during school holidays or breaks, but recognize this is not always possible. Absences due to family vacation will be treated as an unexcused absence if the school is not notified of the absence prior to the vacation. When adequate advance notice of the vacation is given, and arrangements to make up, or obtain the required coursework, the absence may be treated as an excused absence.

**Leaving the Building during the Day** - Students who fail to check out in the school office and follow the Permit to Leave the School Building procedures listed below will be considered as having an unexcused absence.

Any senior who fails to return to school after the lunch period will be expected to have a parent call the school prior to 1:00 PM of the day of absence to verify that the student was unable to return to school for a legitimate reason. If the school office does not receive a phone call, the student shall be determined to have an unexcused absence.

Students must receive a Permit to Leave the School Building, with parental permission, and sign out in the Log Book in the principal's office prior to leaving the building.

Any student who leaves the school building without receiving a Permit to Leave the School Building, with or without parental permission, will receive an unexcused absence and any consequence as stated in the Discipline Matrix.

Seniors who have regular jobs may select the Work Release options for period 8 or period 7 and 8 and may leave school during that period(s), only with the principal's prior approval to do so. Students must have enough credits to graduate on time to be eligible for this option. Also, seniors may be excused from block A or period 8 or periods 7 & 8 if they have enough credits to graduate and have the required courses completed or in progress of completing the last required courses.

Consequences for unexcused absences will be according to the CHS Discipline Matrix.

Students in violation of this rule may be excluded from participating in after school activities on the day of unexcused absence. Student athletes must be in attendance during the 5<sup>th</sup> through 8<sup>th</sup> periods of the school day, unless they have received prior approval by the principal.

#### **Unexcused Absences Examples**

Examples of absences that will not be excused are shopping, hair appointments, errands, tanning appointments, overslept, pictures, car problems, and returning late from sporting events.

Other unexcused absences include skipping class or school, not in correct schedule classroom or coming later than 10 minutes after the start of class. Students who fail to report to the office when sent to the office as a result of classroom disruption will be disciplined, in addition to the classroom disruption, for an unexcused absence. All unexcused absences will result in a disciplinary action according to the Discipline Matrix. A parent conference may be requested to discuss the attendance of the

student. Parents may also un-excuse their son or daughter for not attending school. In the case where one parent/guardian contradicts another parent/guardian regarding an excused or unexcused absence the principal will make the final decision.

**Advance Notice Absences** - An excused absence may be granted for “good cause” absences by the principal in advance of the intended absence from school. Students must obtain a makeup slip in advance from the office. All assignments must be completed or a satisfactory arrangement must be made with your teacher(s) for the work missed. If there are questions concerning this, please contact the principal directly.

**Tardy** - Students who are tardy to school or class during the quarter will receive one (1) unexcused tardy warning, the second (2nd) will be one-half (1/2) hour detention, and the third (3rd) through fifth (5th) will receive one (1) hour detention each. After the fifth (5th) tardy, there will be a parent conference in person or by phone and the tardy will be considered an unexcused absence plus detention.

### **PASSES**

**HALL PASSES** - During the school day (8:10 a.m. - 3:10 p.m.), students are assigned to a specific room or area. All students must have a written pass from a staff member to be in the halls during this time. Failure to show a pass, when asked to do so by any staff member, is considered insubordination and will have consequences.

**VISITOR PASSES** (*Students that are interested in attending or have attended CHS, only*) - A visitor’s pass must be obtained in advance at the principal’s office. One day is the limit for any visitor. Any or all visitors may be denied access to our building at any time and without advance notice. Students are not allowed to visit during the last week of the first semester and/or the last two weeks of school since a majority of this time is testing.

### **LUNCH**

**GENERAL RULES 9TH-11TH:** During lunch, students staying on campus are to be in the cafeteria, the front entry hallway, may exit the front entrance and go to the play area on the east end of the school, or the gym (when open). All food and beverages must be consumed in the cafeteria. Students must remain seated in the cafeteria area while eating or visiting.

**GENERAL RULES FOR GRADES 7 & 8:** During lunch students are to be in the cafeteria until they have eaten their lunch. All food and beverages must be consumed in the lunch room. Students must remain seated while eating. Once finished they may exit the front entrance and go to the play area on the east end of the school. Students need to stay between the school and sidewalk next to Burr Oak Street for safety purposes. During poor or cold weather students will go to the gym.

**7TH - 11TH GRADE LUNCH** - All students must remain at school during lunch hour unless specifically granted permission to leave through the office by the principal or his designee. Students have a closed campus and pass to leave campus will not be approved. Students will only be excused to eat lunch with their parents only and parents must pick up their son or daughter from the office.

**SENIORS LUNCH** - Students are encouraged to stay on campus during the lunch time. Students may leave the campus during the lunch time as long as the rules are properly followed. Students may lose open campus privileges for any reason. Open campus is a privilege, not a right. Students will lose their open campus privileges after their 2<sup>nd</sup> tardy from lunch per semester.

Leaving the building is discouraged and the school assumes no responsibility for problems which occur off school grounds. In order for the open lunch to continue, the entire student body is responsible for cooperating by following these rules:

1. Leave school only through the main entrance #1 or door #8 and enter only through main entrance #1.
2. Students are not to drive excessively or recklessly, especially around school property and may lose their parking privileges and be reported to the police for driving violations.
3. Loitering in the student parking lot, business places, and alley or on private property is prohibited.
4. Students are not to smoke on school property or properties adjoining school grounds.
5. Students must act in a respectful and responsible manner in business places throughout the community.
6. Tardies to fifth hour will not be excused for reasons such as car problems, slow service at a restaurant, etc. Students will lose their open campus privileges after their 2<sup>nd</sup> tardy from lunch per semester.
7. The school parking lots, grounds, buildings and adjoining properties are to be kept clean and free of litter. Food is not to be brought into the hallways or classrooms from the cafeteria or from outside the school.

**\*IMPORTANT NOTE\*** - Parents/guardians may submit to the school in writing if they do not want their child to leave the school during lunch time; otherwise your senior son/daughter will be allowed to leave campus. The school staff will work to assure your child does not leave

## **District Food Service Procedures**

- It is the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner.
- Students may purchase meals when funds have been deposited into their family accounts or by cash payments.
- Families may apply for free/reduced meals anytime during the school year. Applications are available to all families in the school district prior to and during the school year. Applications are available in both schools.

## **PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS**

- The parent/guardian will be notified via Skylert message when the family account is at \$10.00 or less.
- The high school students will be advised by the lunchroom worker that their account is low and they need to bring in money.
- If the family account has a consistent negative balance, a letter/phone call will be sent and continuous messages from Skylert will be sent. A payment will need to be made immediately.

## **OTHER FOOD SERVICE PROCEDURES**

- Students (including those on the free and reduced meal program) may purchase extra entrees', extra milk, or Ala Carte items if they have a positive balance in their lunch account.
- Milk is available to students at break time (elementary) if they have a positive balance in their lunch account.
- All families have the option of blocking their children from charging Ala Carte items as well as second entrées and extra milk.

## **SCHOOL LOCKERS AND SEARCHES**

Students must refrain from bringing on to school property or to school-sponsored events any material or item that may disrupt the educational process, threaten the health and safety of students and other persons. When reasonable cause exists for a school principal to believe that such materials or items are present, general or individual searches may be conducted under the authorization of the principal or representative designated by the principal.

Lockers are the property of the school and are subject to search by school officials. Illegal items and those items prohibited by school district policy may be seized by school authorities and removed from student possession.

Students are not to change lockers or use any locker but their own. The school district will conduct random periodic locker, school building and parking lot searches without further notice, with or without the assistance of search dogs.

## **HEADPHONES, RADIOS, LASER POINTERS, PAGERS, AND OTHER ELECTRONIC DEVICES**

Headphones, CD players, radios, laser pointers, pagers, and other electronic devices are NOT allowed to be used in the classroom except if given permission by the teacher or principal. Headphones/CD players may be used during lunch, before or after school or for classroom instruction as directed by the teacher or principal. Laser pointers are not allowed in student's possession outside

of the classroom or at any school activities or sporting events. These items can be confiscated. First offense - Students will not get the item back and a parent or guardian will need to pick the item up. Second offense - Students could be considered insubordinate and will need to have a parent or guardian pick up the item and could have consequences for being insubordinate. Third offense - The item will be kept until the end of the year and the student will have consequences for repeated insubordination.

## **CELL PHONES**

### **GRADES 7 & 8:**

Cell phones maybe in a student's locker or with them but must be put away, never visible, and turned off from 8:00 a.m. to 3:10 p.m. If any member of the CHS staff sees a cell phone, finds the phone, and/or hears a phone that is not turned off, the phone will be confiscated and brought to the office. For the first offense, the student can pick up their phone, at the office, after 3:30 p.m. For the second offense, the parent or guardian will need to come and get the phone. The third offense will be one full week of no phone in the building or the phone will be dropped off before 8:00 a.m. and picked up after 3:10 p.m. in the office for one week. After the first offense, the student could be considered insubordinate and have consequences for insubordination.

### **GRADES 9-12:**

Cell phones may be used before or after school, during lunch, and during passing time. Students must turn in their phone upon entering the classroom. Teachers will have a designated location that all phones will be turned in. Students are not allowed to leave the classroom with their cell phone when going to the restroom or locker. Teachers may give approval to use cell phone during class for specific class projects. If any member of the CHS staff sees a cell phone, finds the phone, and/or hears a phone that is not turned off, the phone will be confiscated and brought to the office. For the first offense, the student can pick up their phone, at the office, after 3:30 p.m. For the second offense, the parent or guardian will need to come and get the phone. If a parent is not able to pick up the student's phone the phone maybe given back to the student after school hours the following day. The third offense will be one full week of no phone in the building or the phone will be dropped off by 8:00 a.m. and picked up after 3:10 p.m. in the office for one week. After the first offense, the parents must pick up the phone and student could be considered insubordinate and have consequences for insubordination.

## **FOOD AND BEVERAGES**

Pop and other beverages **are not allowed in the school during school hours.** This includes student lockers. Pop and other beverages may only be consumed in the cafeteria during mid-morning break for 9-12 graders and again during lunch. Students may have their beverages confiscated by staff and may be reported to the principal if they have beverage containers in their possession during regular school hours and will receive a warning for the first incident and detention or further consequences for the second or additional incidents. Candy, pop and gum consumed in school should not cause a mess in the halls or classroom. Should you spill or drop anything, it is your responsibility to go to the office to have a janitor paged so he/she may get the necessary cleaning materials for you. This privilege may be taken away if students are not being responsible for their own wrappers and messes. The principal may grant special privileges for students to carry drinking water for consumption during the school day. Water may be consumed in clear bottles according to the Water in the Classrooms procedures. With a written note from the doctor, a student may be granted permission by the principal or the school nurse to consume a water or a beverage to enhance the student's health. The principal's permission slip needs to be kept with the student to show staff if questioned during the regular school day.

**During the noon hour, all food and beverages will only be consumed in the cafeteria.**

## **LOST OR DAMAGED PROPERTY**

Students in grades 7 -12 will be billed for lost or damaged property. Teachers and/or the principal will determine the charge for the lost or damaged property.

## **PHOTO / DIGITAL PHOTO FREE ZONES**

At no time are any pictures, photos, digital photos and electronic image transfer photos allowed to be taken in locker rooms, changing rooms, bathrooms and dressing rooms. Students may be suspended, expelled and/or reported to the police for such actions. Severe violations may come under "Disorderly Conduct (Disruptive behavior that poses a serious threat to the learning environment, health, or welfare of others)" of the Discipline Matrix.

## CHATFIELD HIGH SCHOOL DRESS CODE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health and safety or causes an interference with work or creates classroom or school disorder.

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

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard. State law requires that shoes be worn in public buildings.
3. Clothing appropriate for the activity (i.e., physical education or the classroom.)

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

1. Short shorts and skirts (must properly cover the buttock and no holes that expose underwear or skin above the finger tips), "skimpy" tops (no strapless tops, accept for prom dresses), pants or shorts that expose the midriff (no midriff is allowed to be shown), visible undergarments (no underwear or bras are allowed to be shown) and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, obscene, or inappropriate.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang, membership or affiliation, or approves, advance or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
5. Any apparel or footwear that would damage school property.
6. Any clothing or apparel that causes hardship to a student or students and/or staff members of the school. This includes but not limited to inappropriate messages or symbols, gang signs or symbols on any apparel.

C. Hats, caps, **hoods (hoodies)**, and bandanas are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, and special events). Hats, caps, **hoods (hoodies) and bandanas** need to be removed and put into their locker upon arrival at school. Outerwear, which includes, but is not limited to: coats, jackets, windbreakers, etc. are not to be worn in school during the regular school day.

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

Possible consequences for someone violating the dress code (not listed in any particular order):

- Turn his/her shirt inside out
- Remove shirt or pants and put on gym shirt or another shirt or pants
- Wear a shirt or pants given by the principal or designee
- Parents come and pick up student to change clothes or sent home to change with parent permission
- Parent notification
- Parent/student meeting
- Detention

Severe violations or repeated violations of dress code (not listed in any particular order):

**Note: A student may be considered insubordinate and have consequences for insubordination.**

- Detention
- In-school suspension
- Suspension
- Suspension-recommend expulsion

## NOTICE OF THE REHABILITATION ACT OF 1973

### SECTION 504

This is a notification of the Chatfield Public School's, under Section 504, obligation to identify, evaluate, and if a student is determined to be eligible under Section

504 provide affordable access to appropriate educational services.

If there are any questions regarding Section 504, feel free to contact

LuAnn Klevan 504 Coordinator at Chatfield High School,

205 Union Street NE, Chatfield, MN 55923 (867-4210, Ext. 5022).

### **CHILD ABUSE-DEFINITION AND REPORTING PROCEDURES**

Child abuse, defined as neglect, physical or sexual abuse, mental injury or threatened sexual or physical injury shall be considered a violation of this policy. Minnesota Statute (MS 62.556-as amended) requires an educator who knows of or has reason to believe a child is being abused is to report such information to Randy Paulson, district's human rights officer, local welfare agency, police department or county sheriff.

### **SCHEDULING SCHOOL DANCES/ACTIVITIES**

Requests for dances and activities must be approved by the principal. You must adhere to the school rules and dance rules while at the school function. All dances must be approved by the principal. All guests for senior high dances must be approved and signed up two days prior to the dance. The principal can require a signed note from the principal of the school the guest attends.

**JUNIOR HIGH DANCES** - Dances for grades 7 and 8 will end no later than 10:00 p.m. Junior high students are not allowed to attend the homecoming dance or the prom. All dances must be approved by the principal. Guests are not allowed at junior high dances.

**SENIOR HIGH DANCES** - Dances for grades 9, 10, 11, and 12 will end no later than 11:30 p.m. except for homecoming and Prom which will end at 12:30 a.m. The homecoming dance is restricted to grades 9-12. The prom is for the 11th and 12th grade students; however, students may invite a guest. The guest must be in or above the 10th grade and there is a per couple charge.

### **FUND RAISERS**

The building principal approves or disapproves each fund raising request. Please refer to fund raising policy for more information.

### **DISCRIMINATION/SEXUAL HARASSMENT**

**Discrimination/Sexual Harassment** in any form is not to be allowed or condoned. For more information on discrimination/sexual harassment, see the section on "Harassment & Violence Due to Religion, Race, Sex, and Disability Policy". Any inquiries regarding this policy should be directed to the Principal's office at 867-4210. Shannon Love is the high school designated intake officer and all claims must be submitted to her office for proper documentation and review.

### **BULLYING PROHIBITION POLICY**

Any student 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 the school social worker or the building principal. 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.

The school district encourages the reporting party or complainant to use the report form available from the principal's office or social worker, but oral reports shall be considered complaints as well. Shannon Love is the high school designated intake officer and all claims must be submitted to her office for proper documentation and review.

The complete "Bullying Prohibition Policy" #514 may be found on the district website, [chatfield.k12.mn.us](http://chatfield.k12.mn.us), under District Information and then click on Policies.

# GUIDANCE INFORMATION

## GRADUATION GRADE REQUIREMENTS

Graduation requirements: 9, 10, 11, and 12th graders - To be eligible for graduation from Chatfield High School, each pupil shall have completed a total of 28 yearly credits in grade 9, 10, 11, and 12. Starting the 2015-16 school year students must have the following number of credits on the first day of school to qualify for the next grade level. Sophomores: 6 credits; Juniors: 13 credits; and Seniors: 20 credits (19 credits if they have a pre-established plan for completing 9 credits in one year prior to the first day of school). Please refer to registration handbook for more information.

## ACADEMIC PROGRAM

### INDEPENDENT STUDY

#### (Seniors Only)

No more than one (1) credit may be earned by being enrolled in an independent study course per semester. A special application form must be completed. Students may not participate in an independent study course and a work release program during the same semester. All independent courses must be approved by the teacher, student, parent and principal. A plan of action and course study must be complete prior to approval.

## PROGRAM/SCHEDULE CHANGES

If a student wishes to change their schedule, they must discuss this with the counselor. Once school starts, changes are allowed only during the first three days of the new course. Changes after the first three days must be approved by the review committee, which makes a recommendation to the building principal to allow the change. To start this process students must contact the school counselor. The review team will consider any special circumstances and make their recommendation to the building principal. The building principal makes the final decision regarding program or schedule changes.

## GRADING PROCEDURES OR CHANGES

Grades will be posted online following the **end of each course for grades 9 -12** and at the end of each trimester for grades 7 - 8. Parents may come to school to go online if they do not have access to the internet. In determining scholastic rank and as a basis for recommendations to college, vocational schools, and employers, grades are given a point value from which an average is figured.

An "A"(4.0) is for outstanding work. A "B"(3.0) is for above average work. A "C"(2.0) is for average work. A "D"(1.0) is for below average work. An "F"(0.0) is for failing work. Senior class rank for graduation is determined at the end of the first semester during the senior year. The final class rank is determined at the end of the school year once all of the grades have been recorded. Students must have attended Chatfield High School for at least one (1) year and have at least seven (7) credits from Chatfield High School to be considered in Chatfield High School's final class rank.

**Any grade challenges must be made within 10 school days or 14 calendar days (whichever comes first) from the date the grade was posted.**

## GRADE INCOMPLETE

Students in grades 9-12 who receive incomplete for the course have 5 school days to complete the work at the end of the first semester and no more than one day at the end of the year unless other arrangements are made with the teacher and approved by the building principal. Students in grades 7 & 8 will have 5 school days to complete their work at the end of 1<sup>st</sup> and 2<sup>nd</sup> trimester and no more than one day at the end of the 3<sup>rd</sup> trimester unless other arrangements are made with the teacher and approved by the building principal. The student should contact the instructor whom he/she received his/her incomplete and work out a schedule so that the incomplete work can be made up on time.

For most situations, incompletes will not be given at the end of the regular school year. Unusual conditions or long illness will be given special consideration.

## GRADUATING SENIORS

Seniors must be within one (1) credit or less in order to participate in the graduation ceremony and commencement exercises. Seniors are not allowed to graduate with any incompletes on their academic record. In order to participate in the graduation ceremony seniors must wear a purchased or leased maroon cap and gown, or a choir robe and cap provided by the school. Tassels are optional and must be paid by the student. **Students that are in the Armed Forces may wear their Official Armed**

**Forces Dress Uniform with advance approval from the principal.** A graduating senior wanting to wear a choir robe/gown and/or cap provided by the school must notify the high school principal on or before April 2, 2019. Graduates are responsible for their own caps and gowns after this date.

### **HOMWORK REQUEST**

Students who are absent are strongly encouraged to look at the respective teacher online course information **on Schoology** and/or Skyward Family Access to obtain assignment information. Students who are absent from school for more than two days and want their assignments should first look online for the teacher's course information and/or Skyward Family Access and then contact their respective teachers, preferably by email. For assistance call or email [tdudek@chatfield.k12.mn.us](mailto:tdudek@chatfield.k12.mn.us) Terri Dudek, counselor assistant. Students who are absent from school for two days or less and want their assignments should look online for the teacher's course information and/or Skyward Family Access.

### **HONOR ROLL**

Three honor rolls, Principal's, "A", and "B" honor rolls **will be computed at the end of the school year for grades 9-12** and each trimester for grades 7 & 8. The grade point average **for the year** or for the trimester is used to determine the honor rolls. The criteria are as follows:

Students must **complete at least 6 credits for the year for grades 9-12 or 2 credits for the trimester in 7<sup>th</sup> and 8<sup>th</sup> grade** at CHS to qualify for any honor roll. Also, students must not have an incomplete in any subject at the end of the grading period and all **grades must be submitted on or before June 6, 2019 to qualify.** (NOTE: A severe situation such as being hospitalized would be an exception.)

Principal's Honor Roll = Students with all "A's and/or A-s"

"A" Honor Roll = 3.70 - 4.00

"B" Honor Roll = 3.00 - 3.69

The letter grade values are: A = 4 .00, A - = 3.70, B + = 3 .35, B = 3.00, B - = 2 .70, C+ = 2.35, C = 2.00, C- = 1.70, D+ = 1.35, D = 1.00, D- = .70, and F = 0.

### **GRADUATION - HONOR STUDENTS**

Students with a 3.5 GPA or higher **and have a "C+" or higher for all last semester grades on May 1<sup>st</sup>** will be designated as an honor student at graduation. A student with a 3.9 GPA or higher **and have "B+" or higher for all last semester grades on May 1<sup>st</sup>** will be recognized as a high honor student at graduation. All incompletes must be completed by the end of a senior's last regular school day. All grades acquired during the student's 9-12 grades are part of your official transcript. Students must have attended Chatfield High School for at least one (1) year and have at least seven (7) credits from Chatfield High School to be considered an honor student.

### **ACADEMIC LETTER**

Students with an overall GPA for the current school year of 3.75 or greater and have an **"A-" or higher for all last semester grades on May 1<sup>st</sup>** will receive an academic letter. Students must have a minimum of five (5) credits during the current school year from Chatfield High School to qualify for this honor.

### **STANDARDIZED CHATFIELD GRADING RANGE**

#### **Grades 7 - 12**

100 - 90 A range

89 - 80 B range

79 - 70 C range

69 - 60 D range

59 - F range



## **WITHDRAWALS/ADDRESS CHANGES**

A student withdrawing or transferring from Chatfield High School must present written permission from the student's parent or guardian to the principal. You will receive a form to present to your teachers. They will fill out the form and initial it after all books and materials have been turned in. You should also contact your counselor and have your parents sign a release of information form. You are to report to the high school office immediately any changes in your telephone number, cell phone number or email address. This information is needed in case of any emergency, county (Olmsted or Fillmore) change, transportation status, etc.

## **GRADES 7 & 8 PROGRAM REQUIREMENTS TO ADVANCE TO THE NEXT GRADE LEVEL**

### **Seventh Graders:**

1 Credit of Math, Social Studies, English and Science

2 additional credits from other subject areas

**Total of 6 Credits**

### **Eight Graders:**

1 Credit of Math, Social Studies, English and Science

2 additional credits from other subject areas

**Total of 6 Credits**

## **RECORDS**

The school has on file, your grades, attendance, standardized test scores and discipline records that have resulted from your work since you began school. If you have attended several different schools, these records should have all followed you to this school and are on file here. You and/or your parent or guardian may see contents of these records by making an appointment with the counselor. You may have copies made of anything in the school record, but you are not permitted to take the original record out of the office. You or your parent or guardian may place any statement or items in your record that you wish to, if it pertains to your school work. You may also request that items be removed from your file. In the event that you or your parent or guardian makes such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately to the school board. Your record or any part thereof cannot be transferred in writing or orally to any other place without written consent by you and your parent or guardian. The exception would be another public school in the state in which you have already enrolled after transferring from this school. This means that your school will not and cannot by law, without first receiving written consent from you and your parent or guardian:

- a. Send a transcript of your school record to a college, vocational school, or university.
- b. Give information from your record to a prospective employer.

Written consent may be given by using a form available in the office of the counselor or by writing a letter to the office requesting the transfer of such records. If you are 18 years of age or older, you need not seek consent of your parents or guardian to exercise your rights of access or control or transfer of such records.

All students' records will be treated in accordance with provisions of the Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

**DATA PRIVACY STATEMENT** - There have been an increasing number of demands by parents, attorneys, researchers, investigators, law enforcement officials and others upon school district officials for the furnishing of or examination of school records including those relating to individual pupils. Therefore, the Chatfield Public School Board of Education that pursuant to the provisions of Minnesota Statutes, Section 13.02, subdivision 16 as amended, the Superintendent of Schools is hereby appointed responsible authority for the Chatfield Public Schools (I.S.D. 227). The superintendent is hereby authorized to take all actions necessary to assure that all programs, administrative procedures, and forms used within Chatfield Public Schools are administered in compliance with the provisions of Minnesota Statutes, Chapter 13 as amended and with rules as lawfully promulgated by the Commissioner of Administration.

## **Chatfield Public Schools Concern/Appeal Process**

### **STATEMENT OF PURPOSE**

Chatfield Public School District seeks to provide an opportunity for concerns to be addressed in the most efficient and effective manner. The District believes that in most instances, the best manner for addressing concerns begins with the level at which the concerns arose. With this in mind, the following procedure will be implemented with respect to issues other than child abuse reporting, harassment and discrimination and student bullying. Those matters shall follow the specific complaint process set forth in the policies applicable to those matters. Nothing in these procedures shall be construed as overriding any District policy.

#### **Classroom Management:**

Parents and students are encouraged to first discuss issues related to classroom management issues with the classroom teacher. This includes matters related to classroom assignments, grades and discipline. If the parent or student is not satisfied with the response of the teacher regarding the issue, the matter may then appropriately be brought to the attention of the Building Principal.

#### **Special Education:**

Parents are encouraged to raise issues relating to special education with the student's special education teacher and/or case manager. In the event that they are dissatisfied with the response to their concern, they are encouraged to contact the Building Principal and/or Special Education Director to review the procedural safeguards for the special education students.

#### **504 Students:**

Parents who have concerns about their child's 504 Plan are encouraged to contact the 504 Coordinator, LuAnn Klevan. In the event that they are dissatisfied with the response to their concern, they are encouraged to contact the High School Principal.

#### **Extracurricular/Co-Curricular Activities:**

Issues or concerns involving extra-curricular/co-curricular activities and sports should first be directed to the coach or advisor. In the event that a parent or student is not satisfied with the response of the coach or advisor, the concern may then appropriately be raised with the Activities Director. In the event that the issue is not resolved at the Activities Director level, the concern may then appropriately be raised with the Building Principal. Those needing information regarding the appeal of a Minnesota State High School League (MSHSL) violation are to consult the MSHSL handbook located at [www.mshsl.org](http://www.mshsl.org)

#### **Community Education:**

Issues or concerns involving community education should first be directed to the Community Education Director. If the issue or concern is not able to be resolved with the Community Education Director, the concern may then appropriately be raised with the Superintendent.

#### **Transportation:**

Issues or concerns involving transportation should generally be directed to the attention of the transportation vendor. In the event that the issue is not resolved, the concern may then appropriately be raised with the Building Principal.

#### **General Building Management/Building Principal Appeals:**

In addition to appeals of other issues, student-to-student conduct issues, employee conduct matters, and matters related to the overall management of the school building should be raised with the Building Principal's office. The Principal's office may request that concerns be set forth in writing, and include specific information regarding the parties involved, applicable dates and contact information so that the parties may be contacted for additional information or resolution of the matter. The Principal will make every effort to respond to and resolve concerns at the building level.

#### **Appeal to Superintendent:**

In the event that issues are not resolved at the Building Principal, Activities Director **or Community Education Director** level, the concern may then appropriately be appealed to the School District Superintendent. The concern should be specific and explain the previous steps that have been taken to have the issue addressed at the prior levels and how the matter was handled. Whenever possible, the concern should be set forth in writing and include as much information as possible, including the names of the individuals involved, the dates, what occurred and contact information. The Superintendent will review the concern and respond, either orally or in writing. The Superintendent has no obligation to conduct a new factual investigation into the allegations underlying the concern.

#### **Appearance before the School Board:**

If a complaint is unresolved following review by the Superintendent, a complainant may request the matter be heard by the School Board pursuant to District Policy 206.

**Other Policies:**

If a specific complaint procedure is provided within any other policy of the District, the specific procedure shall be followed in reference to such a complaint. This may include investigations of complaints made by filing of Form 413-10F regarding harassment or Form 521-3F regarding student disability discrimination.

**Data Practices:**

Individuals raising concerns are reminded the District employees are bound by the Minnesota Government Data Practices Act which prohibits the release of private data. This includes the release of private data on other students and private personnel data on employees of the District.

**NOTE:** The Minnesota Government Data Practices Act classifies all data which the District records regarding students as private, other than directory information. Video records containing educational data (behavior) of students is considered private. It may only be made public if subpoenaed by a court of law. In compliance with the law, the District can only summarize recorded footage to concerned parties.

All District policies and forms described in this procedure are available on the District's website at <http://chatfield.k12.mn.us/district/Pages/PoliciesFormsHandbooks.aspx>

RRM: # 162102

## STUDENT INFORMATION

### SCHOOL DAY

School begins at 8:15 a.m. and ends at 3:15 p.m. All students are to be in their first hour class by the 8:15 a.m. bell. On Most Wednesdays there will be a 30 minute delay to the start of the school day with classes starting at 8:45 a.m. The schedule for the day will be posted in your teacher's first hour classroom or may be requested from the main office.

### STUDENT SERVICES

**HEALTH CONSULTATION, SCHOOL NURSE** - (Medication Policy - on file in high school office) School nurse services are offered from our school nurse and the Olmsted County Health Department. The nurse is available for health consultation about students with acute or chronic health problems or to answer any questions you may have about your student's growth or emotional and physical health. All students in grades 8 and 11 are screened for vision and hearing. If you have a concern about your student's hearing and vision (any grade), just call and leave a request. All girls in grades 7 and 8 and all boys in grades 7, 8 and 9 are screened for scoliosis. All student records are reviewed for those needing diphtheria-tetanus boosters and an immunization clinic is offered at school once a year for this.

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA")**

The Family Educational Rights and Privacy Act (FERPA) provide rights related to educational records to parents of students currently in attendance and to 18-year-old students currently in attendance. This Act gives the parent, guardian, or 18-year-old student the right to: 1) inspect and review the student's educational records; 2) make copies of these records; 3) ask for an explanation or interpretation of any item in the records; 4) consent to the disclosure of personally identifiable information in the student's records that is not otherwise authorized to be disclosed without consent; 5) ask for an amendment to any record on the grounds that it is inaccurate, misleading or violates the student's privacy rights; 6) a hearing on the issue if the school refuses to make the amendment; and 7) file a complaint with the U.S. Department of Education under 34 C.F.R. §§ 99.63 and 99.64 concerning alleged failures by the school district to comply with the federal data privacy requirements.

Please see District Policy No. 515, available on the District website or through the District office, for further information.

The District may disclose private educational data on students to school officials who have a legitimate educational interest in the information without obtaining the student's or the parent's consent. The District, without consent, may disclose a student's educational records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

## **REQUEST TO DENY PUBLIC ACCESS TO DIRECTORY INFORMATION**

Under FERPA, a parent/guardian of a student attending the school district or an 18-year-old student attending the district may restrict the release of student data by completing a form on an annual basis. The form is available from the Building Principal or the District Office.

### **A. STUDENT DATA/DIRECTORY INFORMATION:**

Pursuant to the Family Educational Rights and Privacy Act and Minnesota Statutes section 13.32, Independent School District 227, Chatfield, designates the following as “directory information”, which shall be classified as public information:

- Name of Student
- Address
- Telephone Listing
- Email Address
- Photographs and Videos
- Date and Place of Birth
- Field of Study
- Dates of Attendance
- Grade Level
- Enrollment Status
- Participation in School Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors and Awards Received
- Other Schools or Institutions Attended
- Parent/Legal Guardian Name, Address and Telephone Number(s)

Directory information regarding students may be posted on the District’s social media site(s), published in the yearbook, newsletters, published in the newspaper or otherwise made available to the public.

**PUBLICATIONS:** If you wish to restrict the release of any of the above student data, you may restrict the publication by completing a form on an annual basis. Upon objection, such data will not be released for any purpose including, but not limited to the following, except as permitted by law:

- Requests from post-secondary institutions including scholarship mailings
- Mailing list requests from PTSAs
- Sporting programs/newsletters
- School newsletters and related publications, including, but not limited to:
  - Honor and merit rolls list
  - School newspaper articles
  - Specials awards
  - Yearbook (inclusion in)
  - Graduate list
  - Web page publishing

Please be advised that despite a request to restrict the release of Directory information educational data may still be released pursuant to other provisions of state and federal law or pursuant to a court order or subpoena. Please see District Policy No. 515 for further information.

**B. ARMED SERVICES – GRADES 11 AND 12 ONLY:** The Minnesota Legislature has amended the Data Practices Act, M.S. 13.32, Subd. 5a, stating that schools must now release to military recruiting officers the names, addresses and home telephone numbers of students in grades 11 and 12, UNLESS the parent/guardian or student has specifically stated that the information must be withheld. The School District has created a form specifying what directory information can be withheld is available from the Building Principal or the District Office.

### **POSTERS AND LOCKER SIGNS**

All posters and locker signs need approval in advance by the building principal. Any sign, poster, or display may be taken down or removed at any time without notice. Any signs or posters that may cause controversy or disruption to the educational process can be removed or not allowed to be displayed by the building principal.

### **SCHOOL/EMERGENCY CLOSING**

**(NOTE: This will be updated in November because of changes in local stations)**

In emergency closing situations, every possible safety precaution must be exercised. In view of the life threatening conditions that can develop without extensive warning, the following provisions have been enacted for student and staff protection:

1. School closing -

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate an early dismissal.

2. Adoption of formal "Emergency Closing Procedures" -

Late starts or cancellation announcements will be broadcast on the following area radio and TV stations: KFIL, WCCO, KWEB, KWNO, KROC, KTTC, KAAL, KIMT, and KSTP

3. Comprehensive cancellation of all meetings, activity events, athletic practices, games, etc.:

If Snow Emergency necessitates early dismissal or closing, then all school-sponsored activities are automatically canceled for the remainder of the day and evening.

### **STUDENT FEES**

No student at Chatfield Schools may be charged a fee for books or supplies necessary to complete the education requirements for graduation. However, fees may be charged to you under the following circumstances:

1. Materials used in some courses (ex. Engineering, Agriculture, Science and Art) or other courses for individual projects are paid by the student at cost and field trip costs. These bills are to be paid before the material can be used for the project you are making or the activity takes place. Art fee will be \$25.00.
2. There is a deposit of \$5.00 for safety glasses, which will be refunded when the glasses are turned in. The student must pay for any damages to safety glasses. State law requires that every person wear industrial quality eye protective devices when participating in, observing, or performing any function in connection with any course or activities taking place in eye protection areas. This deposit will be returned at the end of the quarter when the glasses are returned.
3. Band instruments are rented for \$40.00 per year. This is to be paid at the beginning of the school year.
4. Graduation costs - seniors will need to pay for the following items for their graduation: the composite (picture of each graduate), tassel, and flowers.
5. Costs of school yearbook, graduation announcements, graduation cap and gown or class rings should the student wish to order any of these items.
6. Admission fees for concerts, plays, athletic events and other programs or activities events and other programs or activities which the student may attend at their option.

### **ACTIVITY PROGRAM**

**EXTRACURRICULAR ACTIVITIES** - You are strongly urged to take part in some phase of the activities program. You will gain many things including friendships and sportsmanship that will be long lasting.

**Athletic/Activities** - Before participation may begin, you must turn in to your coach/director or activities director all required items: money for the sport or activity you are immediately involved in, a physical if needed, MSHSL form and any coach/director required participation rules. Contact your coach, advisor, or activities director regarding activity fees.

### **REASONABLE FORCE POLICY**

Corporal punishment is against the law. However, a staff member may use reasonable physical restraining force with a pupil when it is essential for self-defense, for the protection of others, to preserve the property of the school district or to prevent the disruption of the education process.

### **TELEPHONE**

Only in cases of EMERGENCY should the main office telephone be used by students. Those students that become ill during the school day need to go to the school nurse. Parents need to be notified through the school nurse if parents need to pick up their son/daughter because of illness or injury.

Courtesy phone is located by the kitchen door #8 and outside of the multi-purpose room door #6. These telephones are to be used for students to call home for rides after games or for "forgotten" items. It is not intended for social use, so please limit your calls to three minutes or less. Long distance calls cannot be made on these phones. Telephone use will be limited to before and after school and during the school day calls should be made in the office.

No student will be dismissed from class for telephone calls unless he/she has permission from the office. Students will be called to the telephone in emergency situations. Phone messages for students will only be accepted from **parents or guardians**. Messages should be for **emergency** purposes only.

### **MONEY/VALUABLES**

Each year a number of students lose watches, rings, money and other valuables due to carelessness. It is recommended that you **NOT** bring large amounts of money or other valuables to school.

If it is absolutely necessary to do so, bring the money to the office where it can be placed in the vault until the end of the school day. Remember, no place is completely secure but make use of the facilities you have available: lock your locker, keep the combination to yourself. Best of all - **LEAVE YOUR VALUABLES AT HOME!** Keep in mind that your locker is not a safe.

### **NOTICE CONCERNING USE OF PEST CONTROL MATERIALS**

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. *Inspection and monitoring* to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for *maintenance and sanitation* to help eliminate pests without the need for pest control materials;
3. Utilization of *non-chemical measures* such as traps, caulking, and screening; and
4. Application of *EPA-registered pest control materials* when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## **Parent/Guardian Guide to Statewide Testing**

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

**Why statewide testing?** Minnesota values its educational system and the professionalism of its educators.

Minnesota educators created the academic standards, which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### **Why does participation matter?**

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.

- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments.
- 

## Academic Standards and Assessments

### What are academic standards?

The *Minnesota K–12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

**Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)** • Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities.

### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

### Why are these assessments effective?

Minnesota believes, in order to effectively measure what students are learning, testing needs to be more than answering multiple-choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

### **Are there limits on local testing?**

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

### **What if I choose not to have my student participate?**

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

### **When do students take the assessments?**

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

### **When do I receive my student's results?**

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

### **How much time is spent on testing?**

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

### **Why does it seem like my student is taking more tests?**

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

### **Where do I get more information?**

Students and families can find out more on our [Statewide Testing page](http://education.state.mn.us) (education.state.mn.us > Students and Families > Statewide Testing).

## **Parent/Guardian Refusal for Student Participation in Statewide Assessments**



**To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.**

Date \_\_\_\_\_ (This form is **only** applicable for the 20 \_\_\_\_\_ to 20 \_\_\_\_\_ school year.)  
Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_  
Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student's District/School \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

Yes, No (Circle One) I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the MDE website (Students and Families > Statewide Testing).

Reason for refusal:

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

MCA/MTAS Science MCA/MTAS Mathematics ACCESS or

Alternate ACCESS for ELLs Contact your school or district for the form to opt out of \_\_\_\_\_ local assessments.

**I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print)

Parent/Guardian Signature

To be completed by school or district staff only.  
Student ID or MARSS Number:

#### **SCHOOL POLICIES**

**The following Chatfield Public Schools policies are printed as mandated by the state of Minnesota. They can be found in their entirety on the school website: <http://chatfield.k12.mn.us>**

**EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES (#407)**

**HARASSMENT AND VIOLENCE (#413)**  
**TOBACCO - FREE ENVIRONMENT (#419)**  
**SCHOOL WEAPONS POLICY (#501)**  
**SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON (#502)**  
**STUDENT ATTENDANCE (#503)**  
**STUDENT DISCIPLINE (#506)**  
**BULLYING PROHIBITION POLICY (#514)**  
**PROTECTION AND PRIVACY OF PUPIL RECORDS (#515)**  
**STUDENT SURVEYS (#520)**  
**STUDENT DISABILITY NONDISCRIMINATION (#521)**  
**HAZING PROHIBITION (#526)**  
**STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS (#529)**  
**THE PLEDGE OF ALLEGIANCE (#531)**  
**ALTERNATIVE PROGRAMS (#605)**  
**WEAPONS POLICY**  
**SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS, AND STUDENT'S PERSONS**  
**STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN**  
**CHEMICAL FREE POLICY/CHEMICAL USE AND ABUSE (MSBA)**  
**SCHOOL ACTIVITIES**  
**FIELD TRIPS**  
**STUDENT USE AND PARKING OF MOTOR VEHICLES, PATROLS, INSPECTIONS, AND SEARCHES**  
**SEXUAL HARRASSMENT**  
**CHILD PROTECTION, HEALTH, SAFETY, WELFARE**  
**FUND RAISING**  
**TRANSPORTATION**  
**LUNCH / OPEN LUNCH**  
**HEADPHONES, RADIOS, PAGERS AND CELL PHONES**  
**FOOD & BEVERAGES**  
**LOST / DAMAGED PROPERTY**  
**DRESS CODE**  
**FOOD SERVICE MEAL CHARGE POLICY**