

STUDENT & PARENT RIGHTS & RESPONSIBILITIES

Chanhassen High School
2200 Lyman Blvd.
Chanhassen, MN 55317

Dear Students, Parents, and Guardians,

The staff of Chanhassen High School welcomes you to the 2020-2021 school year!

The rules in the Rights & Responsibilities Handbook are designed to keep students safe and to uphold the integrity of all in our building and at all school activities. All students must abide by the rules in this Rights & Responsibilities Handbook. If students do not adhere to CNHS rules, the school may issue consequences for offenses occurring on campus or off campus and for behavior described or not described in this handbook. Some rules are condensed in this handbook; however, complete policies are available in the CNHS Main Office and at www.district112.org.

Our goal is to help you achieve your personal best!

We invite you to contact us with any questions, comments or ideas.

Doug Bullinger, Principal	556-3510
Erin Swoboda, Asst. Principal, Academics	556-3511
Jim Swearingen, Asst. Principal, Activities	556-3512
Cullen Bahn, Asst. Principal, Athletics	556-3535
Neeley Kauffmann, Counselor	556-8882
Jenny Crowe, Counselor	556-8881
Chad Mattson, Counselor	556-8952
Lori Ask, Counselor	556-8951
Amy Eidelbes, Administrative Dean	556-3752
Chris Gallagher, Administrative Dean	556-3754
Bob Zydowsky, School Resource Officer	556-3508
CNHS Teaching and Support Staff	556-3500

It is the policy of Independent School District #112 not to discriminate on the basis of race, color, national origin, sex, or physical handicap in its educational programs, activities, or employment policies.

STORM PRIDE

We are Prepared and Respectful
while demonstrating Integrity,
Dependability and Excellence.

Table of Contents
(Often Referenced Items in Bold)

	School Phone Numbers	1
	Storm PRIDE	2
	Table of Contents	3
	School Calendar	6
	Schedule of Classes	7
I.	Introduction	8
	Mission Statement & Six Core Principles	8
	District 112 Policies	8
	Communicable Disease	8
	Data Privacy – Directory Information, PPRA, FERPA	8
	District Nondiscrimination Policies	10
	Disability Nondiscrimination	10
	Equal Educational Opportunity	10
	Student Sex Nondiscrimination	11
	Immunization Policy	11
	Integrated Pest Management	13
	Reporting of Maltreatment of Minors Policy	13
	School Responsibility and Authority	13
	Waste Reduction, Reuse, & Recycling	14
II.	Academics	14
	Deans’ List	14
	Dropping or Retaking a Class	14
	Exchange Students	14
	Final Exams	15
	Grades	15
	Grade Point Average	15
	Incompletes	15
	Independent Study	15
	Pass	15
	Pass/Fail	16
	No Grade ; Loss of Credit (LC)	16
	Weighted Grades	16
	Withdraw/Fail	16
	Graduation	16
	Academic Honors	16
	CNHS Grad Requirements	16
	Minnesota State Grad Assessments	17
	Short Credits	17
	Home School Credits	17
	Homebound Instruction	17
	Minimum Credit Load	18
	Outside Credits	18
	Report Cards	18
	Schedule Changes	18
	Senior Privilege	18

	Standardized Testing	20
	Testing Out of Classes	23
III.	Attendance	23
	Philosophy	23
	Procedures for Absences	23
	Types of Absences: Authorized; Unauthorized; Excused	24
	Notifications/Interventions	25
	Truancy/7 Unauthorized Absences in Carver County	25
	Tardies	25
	Tardy to Class (TTC)	26
	Prearranged Absences	26
	Leaving the Building During the School Day	26
IV.	Citizenship	26
	Bus Safety Expectations and Responsibilities	26
	Bus Safety & Student Conduct Expectations	26
	Student Behavior Responsibilities	27
	Consequences for Student Misbehavior	27
	Discipline Policy for District 112	27
	Student Rights	28
	Student Responsibilities	28
	Disciplinary Action	28
	Removal from Class/Dismissal from School	29
	Prohibited Behavior: Additional Examples	30
	Adult Authority	30
	Bullying Prohibition Policy	30
	Use of Personal Mobile Devices	38
	Provisions	38
	Enforcements	38
	Detention/Lunch Detention	39
	Violations	39
	Due Process	49
	Dress Code	39
	Drugs & Alcohol Policy	40
	Prescription & Over-The-Counter Drugs	41
	Consequences for Violation	41
	Expulsion/Exclusion	41
	Firearms & Weapons Prohibition Policy	41
	Food and Drink	42
	Food & Drink Theft	42
	Foodfights/Throwing Food	42
	Gangs	42
	Harassment—Sexual, Racial, Religious; Violence	43
	Hazing Prohibition Policy	44
	Laser Lights	44
	Parking/Driving Policies	44
	Parking/Driving Rules	45
	Violations & Minimum Consequences	45
	Permits	46
	Driving & Parking	47
	Plagiarism & Cheating	49
	Definitions	49
	Responsibilities	49
	Consequences	49
	Rollerblades, Roller-shoes, Skateboards, Scooters	50
	Search & Seizure	50
	Suspension	50
	Tennessee Warning	50
	Theft/Property Damage	50
	Tobacco Policy	50

V.	Student Services	51
	Assignments	51
	Counselors	52
	Administrative Deans	52
	Social & Emotional Well Being	53
	Parent Involvement	53
VI.	School Life	53
	Backpacks / Book bags	53
	Balloons	53
	Building Upkeep/Lunchroom/Halls	53
	Care of School Equipment & Materials	53
	Closing of School	54
	Construction	54
	Copy Machines	54
	Dances	54
	Eighteen Year Old's	54
	Field Trips	54
	Flex Learning	54
	Gambling & Games	55
	Hall Passes	55
	Health Services -	56
	Illness	56
	Student Medication Policy	56
	Additional Health Services Information	57
	Lockers	57
	Lost or Damaged School Materials	58
	Lost & Found	58
	Media Center/Computer Labs	58
	Acceptable Use of Technology	58
	Privileges	59
	User Responsibilities	59
	Technology Products	59
	Student Created Informational Programming	60
	Music	60
	Pep Fests & Convocations	60
	Photo ID	60
	Pledge of Allegiance	60
	Posters/Flyers/Signs/Wills	61
	Prom	61
	Spirit Rock	61
	Student Aides	61
	Student Surveys, Physicals, Marketing Policy	62
	Video Surveillance	63
	Visitors	63
	Wellness Policy	63
VII.	Student Activities	64
	Activities	64
	Athletics	64

2020-2021 School Calendar

Hybrid A/A/PLC/BB FINAL 8-15-2020

<p>Aug. 25-27.....New Teacher Workshop Aug. 31-Sept. 3.....Preschool Workshop Sept. 1-2.....Assessment Days K-5 Sept 7.....Labor Day Sept.8.....School Opens (grades K-12) Nov. 24.....Last Day of First Trimester Jan. 22.....Last Day of First Semester Mar. 4.....Last Day of Second Trimester June 8.....Last Day of School K-5 June 10.....Last Day of School 6-12 June 11.....Graduation</p> <p>No School – Students/Staff Sept 7.....Labor Day Oct 15-16.....Education MN Nov 25-27.....Thanksgiving Break Dec 23 – Jan 1.....Winter Break Jan 18.....MLK Day Feb 15.....President’s Day Mar 29-April 2.....Winter Break May 31.....Memorial Day</p> <p>No School – Students Nov. 6.....Conference/Workshop Nov. 30.....Conference/Workshop Jan 25.....Conference/ Workshop Mar. 5.....Conference/Workshop June 9-10.....Workshop K-5 June 11.....Workshop 6-12</p> <p>Late Start (2 hours late) Oct.7.....Late Start Dec 9.....Late Start Feb 10.....Late Start May 12.....Late Start</p> <p>Student Days/Quarters (IAA) 1st Quarter.....41 2nd Quarter.....42 3rd Quarter.....42 4th Quarter.....48</p> <p>Student Days/Semester (Grades 6–12) 1st Semester.....83 2nd Semester.....90</p> <p>Student Days/Trimester (Grades K–5) 1st Trimester.....53 2nd Trimester.....57 3rd Trimester.....61</p> <p>Key No School – Students/Staff No School – Students Last Day of Quarter (IAA) Last Day of Semester (Grades 6–12) Last Day of Trimester (Grades K–5) Late Start (2 hours late) Last Day of School K-5 Last Day of School 6-12 Graduation "A" days "B" days PLC Days 7 period days </p>	<p>July</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	M	T	W	Th	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	<p>August</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25NTW</td><td>26NTW</td><td>27NTW</td><td>28</td></tr> <tr><td colspan="5">31W</td></tr> </tbody> </table>	M	T	W	Th	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25NTW	26NTW	27NTW	28	31W				
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173 Student Days


185 Teacher Days

Teacher Compensation Days for Evening Conferences: Nov. 25, Jan. 18 and Feb. 15 12/10/18


**Chanhassen High School Daily Schedule
Hybrid & Distance Learning**

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

DISTANCE LEARNING MODEL (ALL STUDENTS)

1st 7:45 – 9:45 7:45-9:15: Class 9:15: WIN	2nd 7:45 – 9:45 7:45-9:15: Class 9:15: WIN	Teacher PLC Time <hr/> WIN 	1st 7:45 – 9:45 7:45-9:15: Class 9:15: WIN	2nd 7:45 – 9:45 7:45-9:15: Class 9:15: WIN
3rd/LUNCH 9:50 – 12:30 9:50-11:20: Class 11:20: WIN	4th/LUNCH 9:50 – 12:30 9:50-11:20: Class 11:20: WIN		3rd/LUNCH 9:50 – 12:30 9:50-11:20: Class 11:20: WIN	4th/LUNCH 9:50 – 12:30 9:50-11:20: Class 11:20: WIN
5th 12:35 – 2:35 12:35-2:05: Class 2:05: WIN	6th 12:35 – 2:35 12:35-2:05: Class 2:05: WIN		5th 12:35 – 2:35 12:35-2:05: Class 2:05: WIN	6th 12:35 – 2:35 12:35-2:05: Class 2:05: WIN

HYBRID MODEL (A AND B DAYS)

A: IS (In School) B: AH (At Home)		A & B: AH (At Home)	A: AH (At Home) B: IS (In School)	
1st 7:45 – 9:45 7:45-9:15: Class 9:15: WIN	2nd 7:45 – 9:45 7:45-9:15: Class 9:15: WIN	Teacher PLC Time <hr/> WIN 	1st 7:45 – 9:45 7:45-9:15: Class 9:15: WIN	2nd 7:45 – 9:45 7:45-9:15: Class 9:15: WIN
3rd/LUNCH 9:50 – 12:30 9:50-11:20: Class 11:20: WIN	4th/LUNCH 9:50 – 12:30 9:50-11:20: Class 11:20: WIN		3rd/LUNCH 9:50 – 12:30 9:50-11:20: Class 11:20: WIN	4th/LUNCH 9:50 – 12:30 9:50-11:20: Class 11:20: WIN
5th 12:35 – 2:35 12:35-2:05: Class 2:05: WIN	6th 12:35 – 2:35 12:35-2:05: Class 2:05: WIN		5th 12:35 – 2:35 12:35-2:05: Class 2:05: WIN	6th 12:35 – 2:35 12:35-2:05: Class 2:05: WIN

6 PERIOD DAY

1
7:45 – 8:45

2
8:50 – 9:47

3
9:52 – 10:49

4
DISTANCE LEARNING
10:49-11:46

HYBRID w/ Lunch

1st	L: 10:49-11:19
	4th: 11:19-12:31
2nd	4th: 10:54-11:33
	L: 11:33-12:03
	4th: 12:03-12:31
3rd	4th: 10:54-12:16
	L: 12:16-12:36

5
12:36 – 1:33

6
1:38 – 2:35

Introduction

Mission Statement

To prepare each learner for successful completion of a post-secondary educational program, life-long learning, career opportunities, and meaningful contributions as a citizen of a local and global community by providing personalized, rigorous, and relevant learning experiences.

Six Core Principles

These principles work and function interdependently as a foundation for all of our work:

- Safe and nurturing environment;
- Engaged learners;
- Strong partnerships;
- Integrated curriculum, instruction, and assessment; Excellent educational team; Dynamic organization.

District 112 Policies

Communicable Disease Policy

District 112 has the obligation to provide a healthy environment while protecting the educational rights of all students. The District also has an obligation to require that all students attend school regularly to ensure continuity of the educational process. Procedures for inclusion or exclusion from school and/or school-related activities of students with communicable diseases will consider the educational and health implications for the students and others with whom they come in contact. To that end, District 112 has adopted the most current guidelines established by the Minnesota Department of Health and with which the Minnesota Department of Education concurs.

District 112 recognizes that employees with communicable diseases may wish to continue working. As long as a physician’s statement indicates that an employee’s condition is not a threat to themselves or others, an employee will not be denied continued employment solely because of his or her medical condition.

Data Privacy Policy

District 112 complies with federal and state laws governing the release of student record information. These laws require the District to release “directory information.” Directory information includes the student’s name, student’s date of birth, gender, dates enrolled in District 112 schools, grade level, school, special honors and achievement, participation in officially recognized activities and sports, height and weight for members of athletic teams, and photos or videotapes of a student engaged in academic, non-academic, or co-curricular activities. Directory information does not include individual grades, testing results, race, religion, or other personal facts.

Should parents choose to classify their child’s directory information as private, their child’s directory information (as listed above) will be excluded from official school publications and electronic media including but not limited to the yearbook, the student newspaper, graduation programs, honor roll or other recognition lists, sports programs, and drama playbills.

By law, directory information must be made available to organizations or individuals who request it. PTO’s, fundraisers, scouts, booster clubs, photographers, drivers’ training schools, and senior class party organizers are

examples of groups who may request student directory data. Student mailing addresses are not included in the student directory data provided to these organizations and individuals.

Parents and students of legal age may request that directory information be classified as private and therefore withheld from publications without written consent. Requests to exclude students from directory information should be made in writing to the school principal. "Request to Exclude Student Directory Information" forms are available from each school office. The exclusion will be in effect for the current school year only. A new Request to Exclude Student Directory Information must be completed for each subsequent school year.

Current student privacy practices become federal law under PPRA

District 112 and parents share a commitment to protecting student privacy. A new federal act called the Protection of Pupil Rights Amendment (PPRA) puts into law many practices already in place in District 112 and adds others. Specifically, PPRA gives parents or students age 18 or older the right to:

- Give consent before students are asked for personal information on federally-funded surveys distributed through school
- Opt students out of surveys that ask for personal information if the surveys are not funded federally. Parents may request to inspect the surveys before students take them.
- Opt students out of medical examinations or screenings that don't meet federal criteria
- Inspect curriculum materials
- Deny use of personal student information for marketing, sales or other distribution.

Education records protected by FERPA

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over age 18 new rights in regard to student records. Under FERPA you have the right to:

- Inspect and review student records. We will make the records available within 45 days of receiving your request. Please put your request in writing to the school principal and identify the records you want to review. We'll invite you to school to inspect the records together.
- Request an amendment of the student educational records. If you think something is inaccurate or misleading, you should submit your request for change in writing to the principal. Schools have the right to refuse the request, but must offer the opportunity for a hearing if requested. The request for a hearing must be in writing.
- Consent to the disclosure of personally identifiable student information. FERPA does allow school officials with legitimate educational interests to look at the student information. "School officials" include employees of the school district such as teachers, administrators or someone working under their direction, a school board member, or a contracted employee such as an attorney. (A complete list of school officials identified by law is available in the school office.) The information must be necessary to fulfill the school official's professional responsibility.

These laws (PPRA and FERPA) went into effect in January 2004. If you have questions about either new federal law, please contact your principal. If you believe your rights have been violated, you may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington D.C. 20202-4605

District Nondiscrimination Policies:

Disability Nondiscrimination

It is the policy of School District 112 to protect students with disabilities from discrimination and to identify and evaluate learners who, within the definition of Section 504 of the Rehabilitation Act of 1973, need accommodations, special services, or programs in order that such learners may receive the required free, appropriate public education.

Section 504 in the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, including learning; or
2. Has a record of such an impairment, or 3. Is regarded as having such an impairment.

Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they do not require individualized education program services pursuant to the Individuals with Disabilities Education Act.

SECTION 504 COMPLIANCE

Principals and designated Section 504 building contacts are responsible for assistance and support in compliance activities. Questions, comments, or concerns regarding disability discrimination issues should be directed to the person responsible for assuring that the District, its programs, and facilities comply with Section 504:

Laura Pingry-Kile, Director of Specialized Education Services
11 Peavey Road
Chaska, MN 55318
Telephone: (952) 556-6100

A pamphlet entitled Section 504 Guidelines is available in the school office or by telephone request.

Equal Educational Opportunity

District 112 is committed to providing equal educational opportunities for all students regardless of sex, race, color, creed, religion or non-believer status, national origin, status with regard to public assistance, disability, age, sex, marital status, parental status, or sexual orientation. The district also makes reasonable accommodations for disabled students. Equal opportunities apply to all areas of the educational program, including academics and activities.

Any time students believe there has been a violation of this policy they should speak to a teacher or to the principal. The principal will follow up. If the policy has been violated, a report is sent to one of the District's Human Rights Officers, Clint Christopher or Dr. Jim O'Connell. Parents are involved as appropriate as the principal follows up. All students involved in a complaint may have a parent or other trusted adult with them in meetings. For information about the complaint procedure or to review/receive a copy of this policy, contact your building principal or a District 112 Human Rights Officer

If you believe your child has been denied equal opportunity for one of the reasons listed above, you may contact the building principal or the District Human Rights Officers: Clint Christopher (556-6114) or Dr. Jim O'Connell (5566251); District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.

Student Sex Nondiscrimination Policy

All students are provided equal educational opportunities, and sexual discrimination is prohibited at all times. Sexual discrimination is the exclusion from participation in, denying the benefits of, or otherwise discrimination from any educational program or activity, based on sex.

It is the responsibility of every school district employee to comply with this policy. The school district will act to investigate all complaints of unlawful sexual discrimination toward a student and will take appropriate action.

The school district will also take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliate against any person who reports the sexual discrimination, testifies, assists, or participates in an investigation or hearing related to such unlawful discrimination.

The Assistant Superintendent and the Director of Administrative Services, as the school district human rights officers, are designated to receive reports, complaints, or grievances. Contact information for these officers is posted on the web site.

STUDENT IMMUNIZATION REQUIREMENTS

PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

GENERAL STATEMENT OF POLICY

The Minnesota Immunizations Law requires that every child attending a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, hepatitis B, and varicella. Minnesota School Immunization Law allows for the exemption of these vaccines for medical or conscientious beliefs. Proper documentation of exemption will be required.

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the

remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the Supervisor of Health Services, or designated school health services personnel, will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of each school year.

When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

NOTICE OF IMMUNIZATION REQUIREMENTS

The school district will develop and implement a procedure to:

1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
2. review student health records to determine whether the required information has been provided;
and
3. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

IMMUNIZATION RECORDS

A student's immunization history will be documented on a Department of Health official record form or other similar form approved by the Department of Health.

The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.

Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 406/515 Data Privacy Policy.

- A. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- B. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

REPORTING

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

Integrated Pest Management Information

District 112 currently has in place an Integrated Pest Management Program for control of insects and other pests inside school buildings. The District also uses a similar strategy in controlling weeds on its grounds and athletic fields. The goal of both programs is to provide proper pest control and at the same time minimize the amount of pesticide or herbicide used inside and around buildings. At no time are any pesticides or herbicides used or applied when children are present in the building.

Legislation enacted in 2000 requires that by September 15th of each year, all schools must notify parents that an estimated schedule of applications of pesticides and/or herbicides is available for review or copying at each school office. Parents may also request to be notified prior to any unscheduled applications of these materials.

Reporting of Maltreatment of Minors Policy

School district personnel who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker are required by state law to report it to the local child protection agency or law enforcement agency. Mandatory reporting procedures must be followed for suspected abuse or neglect that has occurred within the last three years.

School Responsibility and Authority

All employees and students of Chanhassen High School have the responsibility to enforce school regulations. The principals, counselors, teachers, secretaries, nurses, librarians, custodians, cooks, bus drivers, student supervisors, parking lot security officers, paraprofessionals, and fellow students have the right and responsibility to correct those who violate school rules.

Waste Reduction, Reuse, Recycling Policy

District 112, its citizens, children, and youth share a responsibility as stewards of the planet upon which we live. The district and its staff are in a unique position to provide leadership and to influence values and behavior. As an educational institution, we must make a continuous and deliberate effort to instill, in current and future citizens, the importance of protecting and maintaining the environment. Toward fulfillment of this responsibility, District 112 will act locally to both model and teach the attitudes and behaviors of a conserving society. Through wise use of natural resources and the environment, all people can contribute something to others. Modeling to students, their parents, and the larger community is a powerful role. As an organization, District 112 will model stewardship of the environment by instituting practices maintaining and continuously improving systems designed to:

- Educate staff members regarding their environmental leadership role within the community.
- Train staff members to implement conserving practices within their district responsibility.
- Educate students on environmental issues and responsibilities.
- Reduce use of consumable materials by all staff members and students.
- Emphasize reuse of consumable materials.
- Recycle all materials for which there is a viable outlet.
- Purchase products made from recycled materials whenever cost effective.

The powerful example of modeling will be reinforced and expanded through conscious teaching of environmental values. Self-worth and self-esteem are raised when individuals are guided and encouraged to make informed and caring choices that will benefit others. Leadership in teaching will be shared by all District 112 staff members who have daily opportunities to influence young people: secretaries, administrators, cooks, and custodians as well as teachers. District 112 is unwavering in its commitment to prepare children and youth for the world they will inherit. This is a commitment we share in partnership with parents and our district communities. In District 112, education regarding environmentally responsible choices is an essential element of learning for all ages. Daily actions to protect our environment must be the responsibility of each and every member of the District 112 community.

II. ACADEMICS

Deans' List

The Deans' List is calculated 10 school days after the end of a semester.

Deans' List I

Student must have a 3.667 average or higher.

Deans' List II

Students must have a 3.000 – 3.666 average.

Dropping/Retaking a Class

Students have the first 2 days of the semester to drop a class without it becoming part of their permanent record. Students who withdraw from a class after the first 2 school days of the class will receive a mark of "withdraw fail" (WF), and the "WF" will be calculated in the student's grade point average as an "F". Students who

choose to retake a class will retain the report card grade for the first time the class was taken; however, honor points, points calculated to determine a student's "grade point average" (GPA), will be awarded for the new grade only.

Exchange Students

International Exchange Students from another country are to register for a minimum of three classes per semester. Upon satisfactory completion of coursework students who are seniors may participate in graduation and be issued an attendance certificate and a grade report from Chanhassen High School.

Exchange students from CNHS attending schools in other countries will receive pass (P) grades for courses taken abroad, provided the foreign schools submit documentation of the successful completion of courses. Students and parents are expected to sign a letter of agreement accepting this policy prior to the student's departure for the new school.

Final Exams

Teachers will determine what constitutes a final assessment for their course as well as the exam schedule for each of their classes.

Grades

Grading & Assessment Principles

We believe...

Assessment and reporting practices support student learning and reflection, while allowing continued effort and success. The following beliefs are upheld consistently across the district:

1. Learners are taught and assessed with intention, purpose, and aligned to rigorous standards.
2. Assessment and reporting practices communicate the student's current level of performance and progress towards mastery of standards.
3. Academic achievement will be reported separately from characteristics and behaviors of a successful learner.
4. Reporting and assessment reflect current research and best practice.

Grade Point Average

Chanhassen High School uses letter grade symbols for academic achievement. A 4.0 grading system is used.

A = 4.000	A- = 3.667	B+ = 3.333
B = 3.000	B- = 2.667	C+ = 2.333
C = 2.000	C- = 1.667	D+ = 1.333
D = 1.000	D- = 0.667	F = 0.0
I = 0.0	P = Not calculated in GPA	

Plus (+) signs can be used for B, C, and D grades. Minus (-) signs can be used for A, B, C, and D grades.

Incompletes (I)

Incompletes are assigned by teachers when students have not met all the requirements for the course during the semester, yet may still do so. An "I" may also be given by a teacher when a student fails to complete a detention by the end of the semester. An "I" is to be made up by the last day of the next semester unless there are extenuating circumstances and prior approval is granted. If an "I" is not made up by the end of the following semester it is changed to a grade of "F". (Ex.: If a student receives an "I" 1st semester, the student must complete the work by the last day of the 2nd semester to earn a grade, or the "I" becomes an "F".)

Independent Study (IS)

Independent Study provides students with the opportunity to learn about academic topics of their interest which are not offered at our high schools. Students work with a volunteer teacher to plan and propose this personalized educational experience before the application deadline and complete the IS course during the semester. For more information, see the Independent Study policy on the school website under Academics > Registration Info.

Pass (P) A mark of "pass" (P) is not used to calculate GPA. A "P" reflects the minimum grade required to pass the course. Therefore, if the minimum passing grade for the course is 60%, the student must earn at least 60% to warrant the "P".

Pass/Fail (P/F)

Students may register for Pass/Fail within the first 20 days of the semester. Students who register for Pass-Fail classes must follow these guidelines:

- Limited to elective courses only;
- Limited to 2.00 credits throughout high school;
- Limited to one pass-fail course per semester;
- Requires written permission from the parent, instructor, and the Counselor on an application form available in the house offices;
- Form must be submitted within 20 days of the beginning of the semester;
- Is included in the GPA when an "F" is earned;
- Has same attendance requirements as a graded course.
- Pass/Fail may not be reversed once it has been chosen.

No Grade (NG)

A mark of "No Grade" (NG) indicates that no mark can be given for the course because legitimate circumstances preclude a student meeting the full requirements of the course. (Ex.: A new student enrolled at CNHS late in the semester). A mark of "no grade" is not used to calculate GPA.

Loss of Credit (LC)

A mark of "Loss of Credit" (LC) indicates that a student lost credit in a class after accumulating more than nine days of excused or unexcused absences in a semester. A "Loss of Credit" *does not* affect a student's GPA.

Weighted Grades

Students transferring to CNHS from high schools with "weighted grades" will have their grades "un-weighted" to reflect the 4.0 system at CNHS.

Withdraw/Fail (WF) No Credit. A mark of "withdraw-fail" (WF) is calculated in a student's GPA as an "F".

Graduation

Academic Honors

Juniors achieving a cumulative GPA of 3.67 after four semesters and seniors achieving a cumulative GPA of 3.5 after 11th grade will receive an academic letter (or bar, if they already have a letter).

Graduates are recognized at graduation for the following achievements:

Summa Cum Laude = Graduates who have earned a 3.950 - 4.000 cumulative G.P.A. through the first semester of senior year. Students qualify for an Honors Medallion.

Magna Cum Laude = Graduates who have earned a 3.667 – 3.949 cumulative G.P.A. through the first semester of senior year.

Cum Laude = Graduates who have earned a 3.000 – 3.666 cumulative G.P.A. through the first semester of senior year.

Chanhassen High School Graduation Requirements

Students are allowed to participate in the graduation ceremony if they meet all credit and state testing graduation requirements established by the Eastern Carver County Schools Board of Education. Determination about meeting requirements for participating in the ceremony will be completed by the end of the last student contact day of the school year.

MN State Graduation Assessments

Under state law, each CNHS graduate will be required to demonstrate understanding of basic requirements in reading, mathematics and written composition through the Minnesota graduation assessments. These tests are offered annually on state-designated dates as indicated on the school calendar in the front of this handbook.

Students must pass the graduation assessments as one condition for being awarded a CNHS diploma. Students with IEP or 504 Plans will meet the requirements as outlined in those plans.

Academic Honors

Juniors achieving a cumulative GPA of 3.67 after four semesters and seniors achieving a cumulative GPA of 3.5 after 11th grade will receive an academic letter (or bar, if they already have a letter).

Graduates are recognized at graduation for the following achievements:

Summa Cum Laude = Graduates who have earned a 3.950 - 4.000 cumulative G.P.A. through the first semester of senior year. Students qualify for an Honors Medallion.

Magna Cum Laude = Graduates who have earned a 3.667 – 3.949 cumulative G.P.A. through the first semester of senior year.

Cum Laude = Graduates who have earned a 3.000 – 3.666 cumulative G.P.A. through the first semester of senior year.

Short Credits

Students, who are short credits, are not allowed to participate in the graduation ceremony.

Home School Credits

A student who transfers into Chanhassen High School from an accredited homeschool setting and wishes a Chanhassen High School diploma, must meet current Chanhassen High School graduation requirements. All grades will be accepted as "pass", "incomplete," or "no grade" with final determination for value made by the high school administration. Proficiency tests may be given as necessary. (Ex.: A final course test, a student work portfolio, standardized tests.)

Home school students transferring to Chanhassen High School are expected to supply the following documents to their respective Counselor.

- Homeschool transcript
- Course syllabus containing each of the following: identified outcomes, materials used, course requirements, assessment methods, and documentation stating how the student has met course criteria.

Homebound Instruction

The purpose of Homebound Instructional Services is to provide K-12 students who are unable to attend classes at a school building for health or other reasons with educational services which allow the students to maintain academic progress and to facilitate a successful transition back to a school building as quickly as possible.

Homebound Instructional Services are educational services provided to a student in the home or other non-school building site. It is expected that homebound services will be short-term and unless there are exceptional circumstances, shall not exceed 172 school days, i.e. the normal school year. While a student is receiving homebound instructional services, that student remains enrolled in and the responsibility of the school site that the student attended immediately before receiving the homebound instructional services.

Eligibility Guidelines: If Student is absent or predicted to be absent from school for at least 15 consecutive days (or intermittent days for a chronic condition) for health reasons, including students at home or in a hospital or day treatment program that does not have onsite educational services.

Medical documentation should include: obtain a statement from a physician, psychologist or psychiatrist verifying student's inability to attend school. The statement should include: diagnosis and treatment plan, estimated hospital release date, length of stay at home after release, estimated date of return to school. Parents/guardians should contact their student's Counselor for additional information concerning homebound instruction.

Minimum Credit Load

All students must carry a minimum of seven classes (3.5 credits) per semester during the regular school year. Attending summer school or registering for student aide work experience does not reduce this requirement.

Outside Credits

Students seeking to transfer credits from a Foreign Exchange Program or other educational program outside of Chanhassen High School must receive prior administrative approval before entering the program. Students must see their Counselor to initiate this process.

Report Cards

Report cards will be mailed to parents only upon request. There will be no regular mailing of grades. Grades are available by logging onto Parent Portal.

Schedule Changes

Students who wish to make schedule changes should see their Counselor. All schedule changes for the ensuing semester must be made prior to the first day of that semester. However, a teacher or counselor may request a schedule change due to inappropriate placement or scheduling error during the first 2 days of the semester. Schedule changes will not be made to honor a teacher preference.

Senior Privilege

Parameters

- Student must be a senior.
- Student must be approved by their counselor as on track for on-time graduation to be eligible for Senior Privilege.

- Student must have a cumulative GPA of 2.5 or higher or have earned a semester GPA of 2.5 or higher for the previous semester. Students not meeting the GPA requirement may, with Counselor support, appeal to administration to be considered for Senior Privilege.
- Student must be registered in 7 credit earning experiences in the semester to be eligible for a Senior Privilege.
 - · Student Aide and Independent Study courses count toward being full time
 - · PSEO students scheduled for 8th period at CNHS can qualify as long as they meet grad and GPA criteria
- Student may not have more than five unexcused absences during the school year.
- Student may contract for Senior Privilege during W.I.N. time only.
- Senior Privilege can be rescinded due to abuse of privilege, inappropriate behavior, attendance issues, poor academic progress, or at the discretion of the administration.
- Student with Senior Privilege may leave the campus following 8th period advisory through the MAIN ENTRANCE DOORS ONLY.
- Student who has contracted for Senior Privilege is allowed to remain in the building to attend clubs, activities or academic supports as they so choose.
- Student who is locked in for a W.I.N. time must attend.

Procedure

- Student completes the Senior Privilege Contract.
- Parent or guardian reviews the policy and signs form.
- Student submits the Senior Privilege Contract to their Counselor's Office.
- Counselor reviews student record to confirm GPA and on track for graduation.
- Student continues to attend W.I.N until notified that the Senior Privilege Contract has been approved.
- Student will have access to Senior Privilege on the scheduler and MUST sign up if leaving the building during W.I.N.

Standardized Testing



Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will 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.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- 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, potentially saving time and money.
- 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	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none">• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.• Majority of students take the MCA.• MTAS is an option for students with the most significant cognitive disabilities.	<ul style="list-style-type: none">• 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 that 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](https://education.state.mn.us) (education.state.mn.us > Students and Families > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

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.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

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 _____

Student's District/School _____ Grade _____

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

I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in 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 Reading 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 be counted as "not proficient" for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit 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 _____

Testing Out of Classes: Credit by Assessment

Credit by Assessment (CBA) is given to students who have previously mastered the content standards, knowledge, and skills presented in certain courses so that they may pursue a more academically appropriate option. Students must apply with their Counselor before the deadline and then pass an assessment for the course. For more information, see the Credit by Assessment policy on the school website under Academics > Registration Info.

III. ATTENDANCE

Philosophy

Chanhassen High School recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time, every day. Chanhassen High School has set, as a minimum standard, 95% attendance. This means that a student would not miss more than four days of school in a semester. Students with 7 full or partial days of unauthorized cumulative absences from school are in violation of state compulsory education law and are considered truant.

Because students who have good attendance records are more likely to achieve higher grades and enjoy school life to a greater degree, it is extremely important for students to be in attendance each day. Therefore, the school recommends that doctor and dental appointments, family vacations, etc. be scheduled after school or on days when school is not in session. Parents/guardians who choose to have their son/daughter absent from school for an extended period of time for a family vacation should realize that their child's grades may suffer due to missing the interactions, discussions, labs, cooperative group work etc. that go on in each classroom. Some missed activities are not possible to make up.

The Chanhassen High School attendance policy and procedures are guided by the following set of values. In some instances, these values may compete with each other. The Chanhassen High School attendance policy and procedures attempt to balance these values in the best interests of students and the school community.

- Student academic excellence is the primary goal of Chanhassen High School. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners.
- School staff, students, families and the community share responsibility for student attendance. To assure student safety and accountability, families need to know daily if their students are absent from school. When making decisions about their students' schooling, families have the responsibility for notifying the school about their students' attendance.

18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by CNHS attendance rules and regulations.

Procedures for Absences

If a student misses school because of the reasons listed in the next section, a parent or guardian must notify their child's grade-level House Office by phone (preferred) or by written message upon the student's return to school. Please call your child's House Office by 10:30 a.m. on the day of the absence.

The student who was authorized by a parent's phone message on the day of the absence may report directly to his/her first period class upon return to school. The student who is authorized by written message upon his/her return to school must report to his/her House Office for an admit slip before going to class.

Prearranged absences should be communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge. A parent or guardian should notify the school at least

three school days in advance of the scheduled absence. Students will be expected to find out what work will be missed and to make arrangements with their teachers for making up missed assignments.

If a student needs to leave the building for a scheduled appointment, the parent or guardian should call the House Office, or send a note with the student, indicating the time for the student’s release. The student should then pick up a pass to leave the building from the House Office. When a student returns to school, he/she must report to the Main Office for an admit slip to class.

Please note that 18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by CNHS attendance rules and regulations.

Suspensions are excused absences and students will be permitted to complete make-up work for missed classes.

Students will be released through the activities office for athletic and extracurricular activities.

Types of Absences:

Parent/Guardian AUTHORIZED ABSENCES
<ul style="list-style-type: none"> • Illness - undocumented • Illness in student’s family • Professional appointments that cannot be scheduled outside of the school day • College visits/college fair • Car trouble • Family matters necessitating absence from school with advance notice • Absences outside of the student’s control
UNAUTHORIZED ABSENCES
<ul style="list-style-type: none"> • Running late (to class or to school) • Missing ride/bus • Truancy/skipping school • Oversleeping/sleeping in • Senior skip day • Unverified by parent/guardian • Other illegitimate excuses
SCHOOL EXCUSED ABSENCES
<ul style="list-style-type: none"> • School sponsored curriculum and co-curricular activities • Special talent/club activities-prior approval by Counselor required Suspension • Authorized appointments with school personnel • Death in student’s immediate family or of a close relative or friend • Illness – original documentation required by medical personnel • Illness in student’s immediate family – original documentation required from medical personnel • Legal/court appearances – original documentation required from court system • Religious instruction (up to 3 hours per week) • Religious holidays • Physical emergency conditions such as fire, flood, or storm

Notifications/Interventions for Attendance Policy:

Students are expected to be aware of their own status in regard to tardies and absences in classes each semester. They will receive the following information to assist them in this expectation:

- If a student is absent from class 6 times (excluding school excused absences) during a semester, notice from the dean or counselor will notify the parent/guardian
- If a student is absent from class 8 times (excluding school excused absences) during a semester, the student will be referred to iTeam to determine next steps. An educational intervention may be implemented. Parents will also be contacted.

Truancy: 7 Unauthorized Absences in Carver County

An unauthorized absence is one in which the student is absent from class/es without the knowledge and consent of his/her parent or guardian and/or without the approval of school officials. No graded credit will be granted for work missed when an absence is unauthorized, although teachers may still require making up missed work as a requirement of the course. Also, a student leaving the building for any reason during the day without getting a pass from the nurse or House Office is unauthorized.

Minnesota Statute (MS260.015, subdivision 19) states that a high school student who is absent from school without lawful excuse for 7 partial or full cumulative school days (nonconsecutive) is considered to be truant. It may be necessary for school authorities to file truancy with the Carver County Attorney's Office in these cases.

- If a student has been absent 3 or more class periods or days without authorization, the student will meet with their dean and parents/guardians will be contacted.
- If a student has been absent 4 class periods or days without valid excuse, a lunch detention will be assigned and parents will be contacted.
- If a student has been absent 5 class periods or days without valid excuse, a letter from an Administrator will notify the parent/guardian and a truancy pre-diversion meeting will be scheduled with the county truancy worker. Parents/Guardians will have the option to attend.
- If a student has been absent 7 or more class periods or days without valid excuse, truancy will be filed with Carver County Social Services and a meeting will occur with the student, parents/guardians, truancy worker and school administrator.

Absences counting toward truancy are cumulative throughout the school year and are not restricted to a particular semester.

Tardies

Chanhassen High School is deeply committed to student promptness as being educationally sound and as an important aspect of successful school and living. Promptness in appearing for class is one indication of the student's commitment and attitude towards his/her academic experiences. Therefore, Chanhassen High School expects every student to be in class on time and will make every effort to see that each student meets his/her responsibility. There should be no students out of class during the first and last 10 minutes of an instructional period.

In case of inclement weather, the school may exercise discretion in admitting tardy students to class. Teachers will also maintain a complete record of tardiness, similar to absences, in the grade book which can be used by the administration in dealing with students and parents. A student who is tardy due to unavoidable circumstances, as determined by an administrator, may be given consideration on an individual basis.

Tardy to Class

Tardy to class is defined as not being in a scheduled classroom at the bell. An unexcused tardy will result in an unexcused absence after 10 minutes. An excused tardy will result in an excused absence after 10 minutes.

It is expected that students arrive on time to school and for all classes. Students who are more than 10 minutes tardy are considered absent. If a student is late to school whether excused or unexcused, he/she is to report to their house office for an admit slip. Valid excuses for tardiness may be found under the list of authorized absences; other reasons would be considered unauthorized. Extenuating circumstances should be referred to the Counselor. Teachers reserve the right to assign lunch detentions for tardiness. Such detentions should be served within 24 hours.

NOTE: Administration reserves the right to suspend or revoke parking permits, assign ISS (in school suspension) and/or OSS (out of school suspension) for chronic offenders.

Prearranged Absences

Prearranged absences should be communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge. A parent or guardian should notify the school **at least three school days in advance** of the scheduled absence. Students will be expected to find out what work will be missed and to make arrangements with their teachers for making up missed assignments. Make-up work may not be available for students prior to their absence if their teachers have not been given at least three days notice through the prearranged absence form.

Leaving the Building During the School Day

Illness

If a student should become ill during the school day, he or she must report to the nurse's office. A parent/guardian will be contacted if a pass is issued to leave the building.

Appointments

If a student needs to leave the building for a scheduled appointment, the parent or guardian should call the **House Office** or send a note with the student indicating the time for the student's release.

Next, the student should pick up a pass to leave the building from the **House Office**. When a student returns to school, he/she must report to the **House Office** for an admit slip to class.

Hybrid & Online Courses

Students participating in hybrid and online courses are allowed to leave the building **ONLY** during the period they are enrolled in these courses provided they have completed the proper paperwork. Once all forms have been submitted, the student will be enrolled in the "Community Classroom," and will be expected to sign into the "Community Classroom" using the Flex Scheduler when they are out of the building. Failure to properly use the Flex Scheduler to exit the building could result in losing the ability to leave the building during a student's online and hybrid courses.

IV. CITIZENSHIP

Bus Safety Policy

School Bus Safety Expectations and Responsibilities

A. Bus Safety & Student Conduct Expectations

1. The bus driver is the responsible authority on the bus.
2. Students will board and leave the buses only at designated stops.
3. Students will remain at a safe distance from buses that are arriving or departing from their stops.

4. Pick-up times are established; students will be waiting 5 minutes before pick up time at designated stops.
5. Students will go directly to their seats and stay seated when the bus is moving.
6. Backpacks, musical instruments, and other large items must be handled by students so as to not come into contact with other students or obstruct the aisles.
7. For safety and cleanliness, gum, food, and drink are not allowed.
8. Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
9. Drivers will assign seats to all elementary students and may assign seats to middle school or high school students when necessary. Students will remain seated at all times. Drivers and administrators may make specific seat assignments.
10. When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals it is safe to cross.
11. Students will not engage in noisy or boisterous conduct that might distract the driver.
12. Students will not use profane or indecent language.

B. Student Behavior Responsibilities

1. Students will not tamper with emergency doors or safety devices.
2. Students will not throw, shoot, or spit objects out of, inside, or at the bus.
3. Students will not damage or deface the buses in any manner.
4. Students will not possess or use alcohol, tobacco, or any other type of illicit substance on the bus.
5. Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
6. Students will not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus.
7. Students will not engage in noisy or boisterous conduct that may distract the driver.
8. Students will not use profane or indecent language.
9. Students will not harass others physically, racially, religiously, sexually or in any other manner.

CNHS reminds students that the school bus, or any transportation provided by the school, is an extension of school: all normal behavior expectations apply. A student who violates either the Bus Safety & Student Conduct Expectations or the Student Behavior Responsibilities will be assigned appropriate consequences by the School Bus Driver and School Administrator.

C. Consequences for Student Misbehavior

Consequences will be assigned to students who misbehave in order to provide an opportunity for them to learn to behave appropriately. The school bus is a safety sensitive environment where their actions can affect the safety of others. Students who repeatedly misbehave will be assigned consequences that are progressively more severe. Students will immediately be assigned the most severe consequence when their behavior is seriously harmful or destructive, including the loss of the privilege to ride the bus.

Parent/Guardians are both initially and finally responsible for transporting their children to and from school unless those children demonstrate safe and responsible behavior on and around the school bus. All parent/guardians are asked to work cooperatively with school and bus company officials to ensure that their children behave safely and responsibly. Your participation and support is critical for teaching students the basic skills that will help them navigate safely in the real world.

Discipline Policy for District 112

District 112 is committed to maintaining a learning environment that ensures no interference with the educational process. Order and discipline are keys to the creation of such an environment. District 112 recognizes that a

positive approach to discipline and early intervention are most effective in dealing with student behavior. Parents are an important resource in this effort.

Student Rights

All District 112 students have:

- The right to a free and full education and the right to learn;
- The right to equal educational opportunity and freedom from discrimination;
- The right to freedom of inquiry and expression within the parameters of responsibilities listed below;
- The right to privacy, in accordance with data privacy laws;
- The earned right to participate in student activities;
- The right to be informed of school rules.

Student Responsibilities

All District 112 students have the responsibility to:

- Attend school daily except when authorized or excused and to be on time to class;
- Take and complete courses of study required by the state and District 112;
- Make up work when absent from school;
- Be aware of and follow school rules. Assume that until a rule is waived, altered or repealed, it is in effect;
- Be aware of and follow classroom rules as defined by the individual teacher;
- Be aware of and comply with state, federal and local laws;
- **Willingly volunteer information in disciplinary cases and cooperate with the school staff should students have important knowledge relating to these cases;**
- Respect school property and the property of others;
- Dress and groom to meet fair standards of safety and health and to avoid disrupting the educational process;
- Express ideas in ways that will not offend or slander others;
- Be aware of and comply with rules and regulations of the Minnesota State High School League and District 112 policies when participating in co-curricular activities.

Disciplinary Action

The school may take disciplinary action in addressing:

- Truancy (absence unapproved by school);
- A pattern of tardiness to school or class;
- Property violations such as unauthorized use of school property, damage or destruction of school property, theft, vandalism, arson, etc.;
- Assault, fighting, horseplay, roughhousing, harassment, etc.;
- Abusive, threatening, profane or obscene language; racial, ethnic, religious or sexual slurs, degrading remarks, spoken or written;
- Defiance, cheating, disobedience, disrespectful behavior, bomb threats, gang activity or affiliation; Violation of District 112 transportation rules, parking lot/school traffic rules;
- Slander or libel;
- Attire or grooming which creates danger to health or safety or disrupts the educational process;
- Sexual, racial or religious harassment or violence;
- Use, misuse, consumption, possession, distribution, or selling of illicit drugs, alcohol, or look-alike/simulated drugs or alcohol, regardless of the amount, on school property, at school-sponsored activities or away from school, or being under the influence of such substances in school, on school

property/school buses, or during any District 112 school-related activity anywhere, or consuming such substance away from school with the student coming or returning to school.

Examples of such substances or articles include but are not limited to alcohol, drugs, inhalants, tobacco, ecigs;

- Possession of a firearm, weapons, fireworks, or other dangerous or nuisance items on school grounds or at school activities;

Examples of weapons on school grounds or at school activities: shooters, stink bombs, smoke bombs, knives of any size, box cutters, clubs, metal knuckles, throwing stars, rockets, stun-guns, mace, pellet guns, etc.

Examples of firearms include but are not limited to guns (loaded or unloaded, functional or non-functional), explosives, rockets, bomb, grenade, etc.

- Activities inappropriate in a school setting (e.g. hazing, gambling);
- Violation of any school rules, policies, procedures;
- Violation of any federal, state, or local law.

Action schools may take following these violations may include, but are not limited to:

- student conference
- parent contact
- parent conference
- family group conference
- personal and/or financial restitution toward victims
- suspension from extra-curricular activities
- detention
- schedule adjustments
- removal from class
- suspension from school (in-school or out-of-school)
- referral to community services or outside agencies
- assignment to alternative education program
- transfer to another school building
- expulsion/exclusion from school for a period of up to one year
- referral to police or other law enforcement agencies
- community service
- assignments designed to increase awareness and sensitivity

A school employee, school bus driver, or other agent of District 112 may use reasonable force in exercising their authority when it is necessary under the circumstances to correct or restrain a student or to prevent bodily harm or death to another.

Student Removal from Class or Dismissal from School

Conduct considered grounds for a student's dismissal or removal from class includes, but is not limited to:

- Significantly disrupting the rights of others to an education; disrupting the ability of school personnel to perform their duties; disrupting school sponsored co-curricular activities; engaging in conduct that endangers other pupils or surrounding persons (including school district employees or property of the school);
- Significantly interfering with a teacher's ability to teach or communicate effectively with students in a class or interfering with other students' ability to learn;
- Willful violation of any rule of conduct specified in the discipline policy adopted by the District 112 School Board.

Each school building may have additional specific discipline policy adaptations in effect as well.

Prohibited Behavior: Additional Examples

In addition to the rights, responsibilities, and consequences as outlined in the District 112 Discipline Summary, as well as other District policies enumerated in this handbook, the following acts are additional examples of prohibited behavior. **All students must abide by the rules in this Rights & Responsibilities Handbook. Also, the school may issue consequences for offenses not described in this handbook.**

The school may take disciplinary action resulting from: **Violation of any school rules, policies, procedures on and off school property; Violation of any federal, state, or local law on and off school property; other. Schools are authorized to discipline students for off-campus behavior. The general requirement is there must be some connection between the behavior and the school.**

Students may receive disciplinary action from participating in card playing, disrespectful language, de-pantsing another student, disorderly conduct, disruptive behavior, distribution or possession of pornography, exposing the body inappropriately, false fire alarms/tampering with fire safety, gambling, igniting stink bombs, insubordination, littering, not picking up trash on/under/around lunch table or sitting area, obscene gestures, possessing or operating laser lights, playing hacky sack inside the building, public displays of affection, self-inflicted injury, twirling crystal sticks or any sticks inside the building, record/identification falsification, robbery/extortion, slander/libel, telling a lie, theft, possessing stolen property, trespassing, unauthorized distribution of literature, unauthorized use of electronic devices, unauthorized use of school property, vandalism, and violations of student dress code.

Adult Authority

Each person, regardless of position or role at Chanhassen High School, has the right to be treated with respect. The deliberate refusal to obey the reasonable request or directive of a school staff member or employee will be considered insubordination. (Ex.: Any student who refuses to give his/her proper name or present his/her student ID card to a district employee or go to the office when directed to do so will be considered insubordinate.)

Bullying Prohibition Policy

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 to students who directly engage in an 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.

- 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 may be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

- E. “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.
- F. “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.
- G. “Student” means a student enrolled in the school district.

IV. Reporting Procedures

- 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 the Director of Administrative Services (school district human rights officer). If the complaint involves the building report taker, the complaint shall be made or filed directly with the Director of Administrative Services (school district human rights officer) by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that

may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. School District Action

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident.
- 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 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 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.

IX. Policy Review

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act) Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: District 112 Policy #413 (Harassment and Violence Prohibition)
District 112 Policy #415 (Reporting Maltreatment of Minors)
District 112 Policy #432 (Acceptable Use of Technology)
District 112 Policy #501 (Firearms and Weapons Prohibition)
District 112 Policy #506 (Student Discipline)
District 112 Policy #515 (Protection and Privacy of Pupil Records)
District 112 Policy #522 (Student Sex Nondiscrimination)
District 112 Policy #526 (Hazing Prohibition)
District 112 Policy #529 (Staff Notification of Violent Behavior by Students)
District 112 Policy #77 (Transportation)

USE OF PERSONAL MOBILE DEVICES

A. Provisions

1. Students may have an electronic device in their possession during school hours as long as its use is done in a manner that avoids distraction or interference with other students or staff.
2. Personal devices may be used at the discretion of a classroom teacher or facilitator for a specific instructional purpose.
3. Building administrators have the right to prohibit all students from using any or all mobile electronic devices during the school day or at school activities.

B. Enforcement

1. If any of the above provisions are violated, the appropriate district staff will administer sanctions consistent with the nature of the violation, including temporary confiscation of the device. Consequences may be enforced for violations of other district policies (e.g. bullying, weapons, harassment, discipline, etc.).
2. Use of personal electronic devices on Eastern Carver County Schools property is governed by all applicable district technology guidelines and local, state, and federal laws. District personnel will investigate any reasonable report of a violation of these regulations, including distribution of offensive or illegal material, accessing or distributing obscene material, sending threatening messages, or any other violation of our policies or applicable legal statutes.
3. As part of any investigation into inappropriate use of personal electronic devices, Eastern Carver County staff may ask to examine the device in question. Any information found on the device, or the refusal to fully comply with this request, may be considered in the evaluation of any action to be taken.

During any disciplinary investigation, students may be asked by an administrator to surrender their device until the investigation is complete.

In cases where an administrator has reasonable suspicion that a device was being used for inappropriate purposes, the school district reserves the right to search the contents of the device for evidence of such use.

The removal of, or any attempt to remove, a memory chip or battery from the cell phone/ electronic device in the process of the device being confiscated is prohibited and may serve as grounds for separate disciplinary action.

Detention

Students may be given detention by their classroom teachers, administrators or counselors when they violate the Discipline Policies as explained in this handbook and outlined in their classroom procedures.

Lunch Detention

Lunch Detention may be assigned for various infractions. **Lunch detentions are to be served within 24 hours.** Students in lunch detention should report directly to the Responsibility Center.

Violations

Failure to serve detention within the allotted time may result in a referral to the student's dean and possible further consequences. Students who are uncooperative, disrespectful, or disruptive will forfeit the time spent in detention and must leave when asked by the supervisor.

Due Process

In any action taken against a student of CNHS resulting from a student's breach of established rules and regulation, the student will be entitled to due process as defined under the various Minnesota statutes. The following basic procedures will be adhered to:

- Students shall be informed of policies, rules, and regulations dealing with students' rights and responsibilities;
- Parents/Guardians shall have the opportunity to be informed of policies, rules, and regulations dealing with students' rights and responsibilities;
- Prior to implementation of corrective measures, students must be informed of the reason for such corrective measures either orally or in writing, depending on the severity of the case;
- Students should be given the right to explain their version of an incident;
- Parents/Guardians will be informed of any behavior by the student that may result in formal disciplinary action and shall be informed of any corrective or disciplinary measures taken in accordance with state statutes, rules, and regulations;
- The extent of involvement of parents in a conference will depend on the severity of the individual infraction and shall be decided by the principal;
- Any action taken and the date it occurred will be documented;
- Alternative measures will be considered as a possible means of bringing about behavioral change.

Decisions for disciplinary action may be based on one incident or may be based on several related incidents.

Dress Code

The appearance of a student is primarily the responsibility of the individual and the parent. District 112 students are expected to maintain an appearance that is not distracting to teachers or other students, disrespectful to others, or disruptive to the educational process. In addition, student attire must comply with standards of health and safety. (Ex.: State law requires that shoes must be worn in public buildings.)

Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted. (See District 112 policies on Sexual, Racial and Religious

Harassment and Violence.) It is not the intention of this Dress Code to interfere with a student's right to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages usually are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

Examples of prohibited attire include, but are not limited to, the following:

- Clothing or hairstyles depicting gang symbols, look-alike gang symbols or gang hand gestures, including do/doo rags or look-alike do/doo rags (i.e. large scarves tied about the head.);
- Tattoos depicting gang symbols or gang messages;
- Confederate flags, swastikas, Nazi symbols, or portions thereof;
- Clothing using language that is vulgar, sexually suggestive, or demeaning of others;
- Items referring to or suggestive of alcohol, drugs, gangs, tobacco, sex, and references to male/female body parts;
- Roller blades, shoes with rollerblades or skateboards;
- Spikes or cleats;

When a student's appearance violates the Dress Code, the student will be required to change his/her attire and additional consequences may be imposed, at the discretion of school officials, including sending the student home to change clothes. In exercising discretion to discipline and/or impose other consequences on students violating this Dress Code, school officials shall take into account the age of the student, District 112's student discipline policy, and whether the violation occurred during the instructional day while school was in session or in connection with a school related activity. *Students sent home for inappropriate attire will be considered unexcused during their absence from school.*

Drugs & Alcohol Policy

Student Drug & Alcohol Policy

District 112 will not tolerate the consumption, use, misuse, distribution, sale, exchange, or possession of illicit drugs, alcohol, or look-alike or simulated narcotics or alcohol, *regardless of the quantity*, nor being under the influence of such substances in school, on school property/school buses, or during any District 112 school-related activity anywhere, or consumed away from school with the student coming or returning to school.

Alcohol is defined as any intoxicating liquor including but not limited to any alcoholic beverage, malt beverage, fortified wine, or other liquor. Drugs are defined as controlled substances including but not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, and inhalants.

To re-enter school following a violation of this policy:

- The student must meet with the District 112 Chemical Health Specialist or an independent expert for an assessment of chemical use.
- After this evaluation, the parent/guardian will be contacted to discuss the assessment and recommendations for student support.

Students involved in distribution or sale of alcohol or an illegal or controlled substance in school, on school property/school buses, during any District 112 school-related activity anywhere, or who are involved in the sale of these substances away from school grounds that lead to dangerous or harmful activities on school grounds, **are subject to consequences up to and including expulsion**. After meeting with the student, the school will contact

the student's parent/guardian, the police liaison officer, and the chemical health specialist. The District's policy and consequences of violating the policy will be reviewed with the student and parents/guardians. **A referral will be made to the Sheriff's Department.**

Prescription & Over-the-Counter Drugs

Prescription drugs or over-the-counter mood-altering products are not to be given or sold to a person other than the person for whom the drugs are prescribed. All prescription drugs must be brought to the school nurse. The sale and/or unauthorized distribution of prescription drugs will be treated in the same manner as any other illegal substance.

Consequences for violating this policy may include but are not limited to:

- student/parent conferences
- suspension from co-curricular activities
- referral to community services or outside agency
- assignment to an alternative educational program
- suspension or expulsion from school
- completion of an appropriate rehabilitation program
- transfer to another school building or school program
- referral to appropriate law enforcement agency for criminal action
- referral to juvenile authorities
- schedule adjustments
- mandated attendance at student support group meetings.

Expulsion/Exclusion

The board of education is the only authority that may exclude or expel a pupil.

Firearms and Weapons Prohibition Policy

It is the policy of District 112 to maintain a positive, safe learning and working environment. Thus, the District maintains no tolerance for firearms or weapons in the possession of students on school grounds.

All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and school zones, except for educational purposes as authorized in advance by the building principal or designee. This prohibition applies to all buildings and grounds (leased or owned), all school vehicles (leased or owned), and at other buildings or premises where District 112 students are present in connection with a school activity.

This prohibition specifically applies to school-sponsored activities such as field trips or co-curricular activities, wherever they occur.

Weapons are defined as any device or instrument designed as a weapon, or through its use capable of producing bodily harm or death, or any device or instrument that is used to threaten bodily harm. Some examples of weapons are: pellet guns, look-alike guns, knives of any size, clubs, metal knuckles, numchucks, throwing stars, splat guns, stun-guns, rockets, ammunition, fireworks and mace.

Firearms are defined as any gun (loaded or unloaded, workable or not), explosives, rockets, bomb, grenades, as defined by Section 921 of U.S. code.

Consequences for violation of this policy may include a suspension or an expulsion for a period of up to one calendar year. In addition, violations of this policy will be reported to the appropriate law enforcement agency and any weapon will be confiscated.

A student who finds a weapon or firearm on the way to school, in the school building, or realizes she/he is in possession of a weapon or firearm and takes the weapon/firearm immediately to the principal's office or reports the location of the weapon/firearm to the principal, shall not be considered in possession of a weapon.

District 112 learners with and without disabilities are subject to the consequences of this policy. The District will adhere to all applicable statutes and rules relating to students with disabilities in the enforcement of this policy.

A complete copy of the Firearms and Weapons Prohibition Policy is available in all school offices.

Food and Drink

Food and beverage are allowed outside the cafeteria, for snacking purposes, at teacher discretion. Full meals need to be eaten in the Commons/Lunchroom area only. **Students in the lunchroom are responsible for leaving the tables and floor around and under that table clean, even if they were not eating or drinking while they were at that table.** In like manner, students in the halls and flex learning areas are responsible for leaving the area clean. Pop is to be capped in the hall. Backpacks and jackets are not to be worn in the serving area.

Students are to stay on campus for lunch. Lunch is to be eaten in the Commons. District 112 provides, through Food Services, a school lunch program.

Students may purchase Type A lunch on a daily or pay-ahead basis and/or purchase a la carte items on a daily basis. The computerized lunch system may be used for any lunch line or a la carte items. One check per family may be sent to District 112 Food Service, 11 Peavey Rd., Chaska, MN 55318. Free and reduced lunch programs are available to those who qualify. Applications are available in the Main Office. Please feel free to call the Food Service Office at 556-6150 with any questions or concerns you may have about the Food Service Program.

Food and Drink Theft

Any food or drink items concealed prior to payment are considered stolen and the student will be subject to school consequences as well as referral to law enforcement.

Food Fights/Throwing Food

The throwing of food in the lunchroom, or anywhere in the school building, will not be tolerated. Any student who throws food is subject to the school discipline policy including loss of cafeteria privileges. While an offender will not be deprived of the right to eat lunch, s/he may be restricted to the purchase of a bag lunch and/or restricted to eating in a separate room. An offender is not entitled to a choice of food items or particular eating space.

Gangs

Any gang activity, show of colors, hand signs, writing, and verbal or non-verbal representation of gang affiliation is prohibited at Chanhassen High School.

- Students may not draw or write gang-related words, pictures, or symbols at school, at school events, or bring them onto school property.
- Students may not have visible gang-related tattoos. Any such tattoos must be covered at all times while on school property or during high school events.
- Students may not wear gang-affiliated clothing, accessories, or gang colors on high school property or during school events.

“Gang” as defined in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the

criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

Harassment

Chanhassen High School prohibits any type of harassment at school events or non-school events, on school property or off school property.

Sexual, Racial, Religious Harassment/Violence Prohibition (Secondary)

District 112 will not tolerate any act or form of sexual, racial, religious harassment or violence. District 112 will provide students and employees with an environment for learning and working that is free from sexual, racial, religious harassment or violence, and prohibits any form of sexual, racial, religious harassment or sexual, racial, religious violence. *Violations*

Violations of the sexual, racial, and religious harassment or violence policy may include, but are not limited to:

- unwelcome verbal harassment or abuse, including teasing, joking, “sexting,” or making derogatory or dehumanizing remarks about a person’s sex, race, or religion;
- subtle pressure for sexual activity;
- physical violence or abuse including leering, inappropriate patting or pinching, other forms of unwelcome touching, attempted rape, and rape;
- intentional brushing against a student’s or an employee’s body;
- displaying of offensive pictures, posters, T-shirts, or other graphics, including “sexting;”
- demanding sexual favors accompanied by implied or overt threats concerning an individual’s educational or employment status;
- demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual’s educational or employment status;
- threats or actions related to an individual’s race, religion, or ethnic heritage.

Responsibilities

Students and employees of District 112 are responsible for conducting themselves in a manner consistent with the spirit and intent of the Sexual, Racial, Religious Harassment and Violence Policy. Officials of District 112 will investigate all complaints, formal or informal, verbal or written, of violations of this policy. Appropriate disciplinary action will be taken with any student or employee who is found to have violated this policy.

Any student or employee who believes he/she has been a victim of sexual, racial, religious harassment or sexual, racial, religious violence by another student or employee should report the incident so action can be taken. Complaints will be kept as confidential as possible. All students involved in a complaint may have a parent or other trusted adult with them in meetings. For information about the complaint procedure, or to file a report of a policy violation, or to receive/review of the policy, contact your building principal or a District 112 Human Rights Officer.

Consequences

Consequences of a violation of this policy may result in any or all of the following:

- assignments designed to increase awareness and sensitivity to the issues of sexual, racial, religious harassment; administrative conference with student or parent and student;
- detention;
- referral to outside agency;
- assignment to an alternative educational program;
- suspension, in or out of school;
- exclusion/expulsion;
- referral to police or other law enforcement agencies for criminal action;
- disciplinary actions consistent with Minnesota Statutes and collective bargaining agreements.

If you believe your child has experienced sexual, racial, religious harassment during the school day or while participating in District 112 activities or programs, you may contact the building principal or District Human Rights Officers: Dr. Jim O'Connell (556-6251) or Clint Christopher (556-6114); District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.

State law gives you the right to file a charge of discrimination with the Minnesota Department of Human Rights, Sibley Street and Mears Park, 190 E. 5th St., Suite 700, St. Paul, Minnesota, 55101, telephone: 651-296-5663. Both the School District's policy and state law prohibit reprisals or retaliation against you for reporting sexual, racial, or religious harassment.

Hazing Prohibition Policy

Hazing activities of any kind are inconsistent with the educational goals of District 112 and are prohibited at all times. 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 or affiliated with a student organization or for any other purpose. The term hazing includes, but is not limited to:

- **Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance in or on the body.**
- 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.
- 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.
- 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.
- 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.

School administrators are the persons responsible for receiving reports at the building level. 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 who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during, and after school hours.

Laser Lights

The possession and/or use of laser lights is prohibited.

Parking/Driving Policies

Driving a vehicle to school is considered a privilege, not a right. Drivers are expected to know, adhere to, and accept the consequences for the violation of CNHS Parking Rules. Chanhassen High School reserves the right to modify these rules/consequences at any time. CNHS also reserves the right to search/tow any vehicle, and/or suspend or revoke student-driving privileges.

******Students who have not cleared their obligations from the previous school year (e.g. returned all books, uniforms, instruments etc.) MAY NOT purchase a permit.***

CNHS PARKING/DRIVING RULES

1. All student vehicles parked on campus must have an annual permit with the vehicle licensed to the student and/or parent/s listed on the permit application form.
2. Motor vehicles driven on school grounds must conform to the regulations of the State of Minnesota, City of Chanhassen, Chanhassen High School, and School District 112.
3. Students are to maintain accurate vehicle registration.
4. Students are to be respectful to security officers.
5. Students are to park using only one parking spot.
6. Students are not to drive recklessly.
7. Students are not to move cars during the school day, except to leave campus legitimately.
8. Students are not to transport other students to or from campus during the school day.
9. Students are not to use vehicles to leave campus unexcused.

VIOLATIONS

RECOMMENDED CONSEQUENCES

<ol style="list-style-type: none"> 1. Parking outside painted lines 2. Loitering/Littering in parking lot 3. Parking in other than student lot 4. Improper permit display 5. Inaccurate family vehicle registration 6. Visible tobacco (including an empty tobacco container/package) in any vehicle; smoking 7. Parking without a permit or in visitor/traveling staff spots 8. Multiple tardies to school 	<p>For violations 1-8 these are the progressive consequences:</p> <p>1st Violation: Written warning to student 2nd Violation: Five school days parking suspension 3rd Violation: Revocation of permit</p> <p>(#2 Littering: 1st violation: Also one hour campus clean up) (#6: Also referral to administrator and police for smoking or possession) (#7: Must pay \$10.00 fine.)</p>
<ol style="list-style-type: none"> 9. Reckless driving/Reckless behavior 10. Transporting self or other student to/from campus during the day (including to/from Co-op, CHS) 11. Insubordination to staff; failure to stop for staff 12. Allowing another student to drive your vehicle 13. Transferring permit or vehicle to another student 	<p>For violations 9-13 these are the progressive consequences:</p> <p>1st Violation: Five school days' parking suspension 2nd Violation: Ten school days' parking suspension 3rd Violation: Revocation of permit</p> <p><i>(Each infraction is an individual violation. If a student violates two rules together, the permit may be revoked.)</i> (#11: Also referral to administrator)</p>
<ol style="list-style-type: none"> 14. Parking under suspended permit 15. Possession/use of a weapon, look-alike weapon, controlled substance/paraphernalia, alcohol, fireworks, contraband 16. Vandalism 	<p>1st Violation: Revocation of permit</p> <p>(#14: Also possible tow) (#15: Police report) (#16: Also pay for damages/Police report)</p>
<ol style="list-style-type: none"> 17. Refusal to allow vehicle search 	

- 18. Forging permit application form
- 19. Purchasing a permit for another student
- 20. Parking after permit revocation
- 21. Stealing permit

1st Violation: Unable to buy permit

Permits

Cost:

Cars/Trucks/Vans: \$220.00 for the school year. Motorcycles and motorbikes: \$50.00. Snowmobiles are not considered motor vehicles and are not permitted at CNHS. Parking permits will be sold according to the schedule listed:

Aug. 29 – Nov. 4	\$220	Nov. 7 – Jan. 20	\$165	Jan. 23 – Mar. 23	\$110
April 3 – June 8	\$55				

Display: Students should affix their permits to the lower left corner (driver’s side) of their windshields. Permits may not be taped. Vehicles without properly displayed permits may have permit revoked. Daily parking permits must be hung from the vehicle rear view mirror.

Eligibility:

No student may purchase a permit for another student. If all spaces have been sold, students may place their names on the waiting list in the Main Office.

Lost Permits:

Lost parking permits are non-refundable.

Parking Permits:

CNHS students who drive to CNHS must purchase an annual CNHS parking permit. To purchase a parking permit, a student must pay the purchase price, present an application form signed by the student and the student’s parent/guardian, and present a valid driver’s license. Students may purchase parking permits on Student Orientation Days. Permits may be purchased only for a vehicle registered to the student or his/her parent/guardian. Checks should be written to Chanhassen High School. Students paying for a permit with the proper identification and signed forms will receive their parking permit to be placed in the lower left hand area of your windshield. Permit application forms and the CNHS Parking Rules are available in the Main Office or at our Chanhassen High School website.

Refunds:

Students who purchase a permit and then discontinue driving to school may bring their permits to the Main Office for a refund no later than 3:00 p.m. on the **last day** of the above schedule dates. **Refunds are pro-rated according to the above schedule.** However, if a permit is lost or stolen, the student may purchase an additional permit at the pro-rated price.

Staff Permits:

Students are not allowed to drive/park using permits of relatives employed by CNHS/District 112 unless accompanied by the relative. Students employed by the district are not allowed to park as staff and must have a CNHS student permit to park at CNHS.

Transfer of Permits:

Students may not transfer or sell permits to other students, nor may students use their names to buy permits for other students.

Vehicle Change:

A student who changes vehicles during the school year, and has already purchased an annual permit, is to remove the permit from the old vehicle, bring the old permit to the Main Office, and register the new vehicle. The student will be able to exchange the old permit for a new one at no cost. If a vehicle is totaled in an accident or a windshield is replaced, the student is still responsible for retrieving the \$220 permit.

DRIVING & PARKING

Accidents:

Students drive and park on campus at their own risk. Any accident that occurs should be reported to the Security Officer and to the Carver County Sheriff's Office.

Driving Another Student's Vehicle:

THIS IS NOT ALLOWED. (See violation #11)

Driving to and from Campus

Students must enter and leave their parking lots via the student entrance on Lyman Blvd. Students are not to drive into or park in the bus loop.

Emergency Passes:

Students who need to drive a vehicle different from the vehicle registered may receive an emergency pass at no cost from the Security Officer in their assigned parking lot when driving onto campus. Emergency passes are to be hung from the rear view mirror, with the front side facing the windshield. Emergency passes are valid **only** for the day(s) written on the passes. **Only students holding valid permits may receive emergency passes for family vehicles.**

Field Trips:

Students are not allowed to drive to field trips. (Ex.: Students may not drive to the College Fair.) However, students may transport other students to school-sponsored, supervised events during the school day for which CNHS does not provide transportation. (Ex.: Dads Make A Difference, Read for Fun.) **To drive or ride to these events each driver and each passenger must secure a CNHS permission slip from his/her teacher and present the permission slip, which has been signed by the student's parent/guardian, to the House Secretary 24 hours prior to the event for verification.** No handwritten notes or phone calls will be accepted. Students driving to field trips without authorization will be considered leaving campus unexcused and transporting other students off campus without permission with regard to parking rules. Should this privilege be abused, the opportunity for all students to drive to these events will be revoked.

No Parking/No Driving Zones:

Students are not to park in staff (Northeast lot by tennis courts), visitor, lined, handicapped spaces, or crosswalks. A vehicle parked in a handicapped, visitor or crosswalk space may be towed by the school. The owner of a vehicle parked in a handicapped space or crosswalk may be cited and fined by the Carver County Sheriff's Office.

One-Day Passes:

Students without permits may purchase One-Day Passes in the **Main Office** or from the **Security Officers** at a cost of \$5.00 per day. These passes are good for one day only, and must be displayed hanging from the rear view mirror.

CO-OP/CHS:

Students are not to drive to or from the Co-Op except the first and last period of the day. (Exception: A student in Co-Op Auto may obtain a one-day pass from the instructor to work on his/her vehicle. That student must also present written parental and administrator permission to the house secretary to receive a pass to drive to Co-Op Auto that day. **Students may not transport students to or from the Co-op or CHS.**

Reckless Driving:

Minnesota Motor Vehicle Code 169:13 Subdivision 1. Reckless Driving: “Any person who drives any vehicle in such a manner as to indicate either a willful or wanton disregard for the safety of a person or property is guilty of reckless driving...” (Ex.: speeding, exhibition driving, driving on the grass, pulling in front of other drivers, not yielding to a pedestrian, revving an engine, screeching tires, **sliding on the ice**, whipping doughnuts, etc.

Search of a Vehicle:

Any vehicle on campus is subject to search by a school administrator. If the school official determines there is reasonable suspicion that a school regulation, a city law, or a state law has been violated, he/she may be assisted by a law enforcement officer. Anything in a student’s vehicle is understood to belong to that student. All contraband (including, but not limited to, weapons, alcohol, drugs, fireworks, eggs, toilet paper, animals/insects and other items inappropriate or disruptive to the school environment) will be confiscated. Students with inappropriate items in their vehicles may be subject to additional school consequences. **NOTE: Any student refusing to allow his/her vehicle to be searched thereby relinquishes the right to park on campus and must surrender the parking permit to the main office.**

Suspension/Revocation:

When a student receives a suspension from the lot, **the student and the vehicle are both suspended from parking at CNHS.** Students whose violations qualify for suspension/revocation must confer with the Student Parking Supervisor (Cindy Pagelkopf in Main Office). Parents/guardians of students with suspended or revoked parking privileges will be notified of the suspension or revocation by mail. Students, who drive/park on CNHS lots without permits, or with permits under suspension or revocation, may have their vehicles towed. Students who have had their permits suspended or revoked are NOT eligible to bring **any** vehicle to school for **any** reason.

Theft/Vandalism:

District 112 and Chanhassen High School are not responsible for vandalism, injury, theft (including stolen parking permits), or damage to vehicles or items therein in the school parking lot. **Vehicles should be locked and valuables should not be in cars.**

Towing:

In the event that a student vehicle is towed, we typically call either C. & W. Auto Repair/Victoria: 952-443-2868 or Shakopee Towing/Shakopee: 952-445-0030 (\$65/\$75). A surcharge may be assessed by the towing company for disrespectful behavior to the towing company staff.

Transporting Another Student Off Campus During the Student Day:

Students may not transport another student to or from campus during the student day. Also, a student who drives to the Co-op or CHS 1st block may not transport a bussed student from the Co-op/CHS to the high school for 2nd block. (Ex: Student A and Student B have dental appointments at the same time at the same dentists’ office. Student A may **not** drive Student B to a dental appointment at 9:00 a.m.)

Plagiarism and Cheating

Academic honesty on the part of all students is basic to the individual growth and development realized through Chanhassen High School coursework. When cheating or plagiarism occurs, the teaching/learning process and school climate are seriously undermined and student growth and development is compromised. Cheating and/or plagiarism also prevent the teacher from truly evaluating the student's level of mastery. Consequences for cheating and plagiarism are subject to individual teacher policies and school discipline.

Definitions

Cheating occurs when you present as your own the work of another. Some examples of cheating include, but are not limited to:

- Altering teacher records;
- Copying and/or providing for another an examination, assignment or other work to be graded; this includes copying another's work and turning it in as your own;
- Using unauthorized "cheating sheets";
- Buying/selling examinations;
- Having another student take an exam, write a paper or assignment;
- Having a cell phone on or visible in class (during a test or other assessment);
- Receiving and/or providing test questions/answers prior to taking an examination.

Plagiarism is a form of cheating and is the taking of another's word, thoughts or ideas and representing them as their own. Some examples of plagiarism include, but are not limited to:

- Using all or part of another's speech, paper or ideas as your own;
- Using a direct quote without citing the source;
- Copying a passage word for word and not using quotation marks;
- Substituting words or rearranging the phrasing of a passage without indicating that changes have been made;
- Rearranging the order of sentences or ideas from the original passage and presenting it as your own;
- Not acknowledging or documenting sources;
- Using translations, including online translation sources and native/advanced speakers in second language composition.

Responsibilities

Students have the responsibility: to not participate, either directly or indirectly, in cheating or plagiarism; to actively discourage cheating or plagiarism by others; and to report any known incidents of plagiarism or cheating.

Teachers have the responsibility: to inform students of the Chanhassen High School cheating/plagiarism policy and of any specific interpretation of the policy unique to a given course; to actively discourage cheating and plagiarism by students; to contact parents/guardians of a student involved in cheating and/or plagiarism.

Consequences

Consequences for violating this policy may include, but are not limited to:

- Students will be required to retake the test and/or resubmit the paper or assignment to be eligible to successfully pass the course.
- Students involved may be required to submit additional assignments to be eligible to meet District 112 graduation requirements.
- Students may be subject to school consequences as outlined in the Discipline Policy.

Rollerblades, Roller-shoes, Skateboards, Scooters

Rollerblades, roller-shoes, skateboards, and scooters are not allowed inside the building or on school sidewalks.

Search and Seizure

If school officials have reason to believe that an illegal act or violation of school rules has been committed or is about to be committed, they are authorized to reasonably search the student, the student's property (i.e., backpacks, vehicle), the student's locker, or any school district property used by the student. Items believed to be stolen, injurious, or detrimental to the safety and welfare of the students may be seized by school officials.

Suspension

Minnesota Statutes 127.27, subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 15 school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension.

In the event of a suspension, written notice will be personally served upon the student at or before the time of suspension when reasonably possible. A copy of the notice will be sent to the parent/guardian by mail within 48 hours of the conference for suspensions of two or more days. In the event that a suspension is over five (5) days the student shall receive an appropriate alternative program during the term of suspension.

A student who has been suspended may not participate in or attend any school activities or functions on the day/s of suspension or on non-school days, such as weekends, during the suspension. If the student is suspended one day only, make-up work, including tests, is due the following day. Students suspended more than one day will receive an equal number of days to make up missed work. **It is the student's responsibility to contact the teacher and request the make-up work.**

Tennessee Warning

The Tennessee Warning states that an agency or institution can request individuals to supply confidential or private information concerning them. The warning includes:

- Why the data is being collected from them and how the school intends to use it;
- Whether the individual may refuse or is legally required to supply the data;
- Notification of any consequence to the individual of either supplying or refusing to supply the data of the identity of other persons or entities authorized by law to receive the data.

Theft/Property Damage

On occasion, property belonging to students, staff, visitors, or District 112 buildings is stolen or damaged. Any individual implicated in a theft or destruction of property is subject to questioning by school officials. Anyone found to be involved in a theft, in possession of stolen property, or involved in property damage is subject to school consequences and referral to the Carver County Sheriff's Department.

Tobacco Policy

District 112 is proud to encourage and support a tobacco-free environment.

Smoking, chewing, possessing, or using tobacco or e-cigs in any form in school, on a school bus, on school property, or at a school sponsored activity is prohibited. Students in violation of the tobacco policy will be encouraged to see the Chemical Dependency Counselor to seek assistance to quit smoking and/or using tobacco products.

Any student using or possessing tobacco in violation of this policy will be subject to the following action:

First Violation: The student will be assigned an in-school suspension during which the student will complete an educational program on the hazards of using tobacco. A parent/guardian contact will be made. A referral to the police liaison officer is also made.

Second Violation: The student will be suspended from classes for one day and will not be reinstated to classes until there is a conference at school involving the student. A referral to the police liaison officer is also made.

Third Violation: The student will be suspended from classes for three days and will not be reinstated to classes until there is a conference at school involving the student, parent/guardian, and school official. A third violation results in a referral to the police liaison officer for a citation and a court referral.

Fourth Violation and Subsequent Violations: The student will be suspended from classes for up to five days and will not be reinstated to classes until there is a conference at school involving the student, parent/guardian, and school official. Fourth and subsequent violations result in a referral to the police liaison officer for a citation and a court referral.

V. STUDENT SERVICES

Assignments

Maple House

Administrative Dean	Amy Eidelbes	556-3752
Administrative Dean	Chris Gallagher	556-3754
Responsibility Center Para		556-3700

E115

Intercultural Specialist	Khambay Sivongsay	556-8857
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Spruce House

Counselor	Neely Hagen (A-E)	556-8882
Counselor	Morgan Kelley (F-K)	556-8881
Administrative Assistant	DeeAnn Eickhoff	556-8800

Pine House

Counselor	Lori Ask (L-R)	556-8951
Counselor	Chad Mattson (S-Z)	556-8952
Administrative Assistant	Sheila Salmon-Walker	556-8900

Nurse's Office

School Nurse	Mrs. Jennifer Eide	556-3519
Health Associate	Tracy King	556-3518

S209

Chemical Health Counselor	Dorothy Clark-Miles	556-8859
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S207

Police Liaison Officer	Bob Zydowsky	556-3508
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Counselors

The counseling system is based on the premise that a person who knows the student well and has a “total view” of the student is in the best position to aid him/her in a caring relationship. The counselor-student relationship continues through the student’s entire high school career, establishing the kind of rapport and continuity that will allow the counselor to effectively assist students in:

- Planning their educational program, such as scheduling high school courses, career planning, post-secondary educational planning, applying for financial aid, and teaching decision-making skills;
- Settling conflicts and dealing with personal problems, such as providing individual and group counseling as appropriate, holding student/teacher/parent conferences, referring students to outside agencies when appropriate;
- Helping students to understand their responsibilities, such as regular attendance in classes, certain socially acceptable behaviors which accompany being part of the school setting.

College Entrance Requirements

Each college sets standards for entrance based upon their own criteria. Colleges usually request applications early in the senior year. Students and parents therefore are urged to check entrance requirements by consulting one of the high school Counselors as soon as possible. College applications and catalogs are available in the Career Resource Center.

The type of entrance examination a student should take depends upon the college the student wishes to attend. Three of the most common are the American College Test (ACT), Scholastic Aptitude Test (SAT), and Preliminary Scholastic Aptitude Test (PSAT).

Counseling Services

Counseling services are designed to help the student gain self-understanding, set attainable goals and provide information in meeting those goals. Counseling may take place in one-on-one situations or in groups. Counseling services provided by all Counselors include:

- Assisting students in planning high school subjects needed to meet future career goals;
- Assisting students to achieve satisfactory academic progress;
- Providing opportunities for students to investigate various post-high school possibilities;
- Participating with families regarding personal and/or educational problems;
- Counseling students in crisis situations;
- Making referrals to outside agencies when necessary;
- Administering tests and interpreting test results;
- Attending student’s initial IEP conference;
- Consulting with students regarding classroom attendance; Acclimating students moving into the district to the high school.

Administrative Deans/Assistant Principals

The Dean system at Chanhassen High School is designed to support administrators, teachers, students, staff and the overall climate of the school. Maintaining a safe, supportive and constructive learning environment is essential for all students to reach their personal potential. If a student is unable to meet rules or expectations of the classroom and/or school s/he may be asked to visit a Dean or Assistant Principal. During this visit, the student and the administrator will discuss the inappropriate behavior, possible consequences and how to make restitution. The administrator’s role is to assign appropriate, natural consequences to students who are unable to comply with the established expectations at Chanhassen High School.

When a student is directed to the administrator for a conversation or consequences, parents, teachers and other staff members may be notified. When student's behavior is unlawful or unsafe toward themselves or others, suspension or other higher level consequences may be assigned, including referral to the school resource officer. The administrator' primary role is to maintain a safe and secure environment at Chanhassen High School. Administrative Deans also act as designees of the Principal and as such, are responsible for handling student behavior, discipline and suspensions on the Principal's behalf.

Social and Emotional Well Being

The social and emotional services provided at CNHS are intended to aid students who have health issues preventing their full participation in the high school program. Whether the presenting issues are chemical, mental health, or physical impairment, the student services staff attempts to help students find solutions and be ready to learn.

Parent Involvement

A core belief of District 112 centers on parent involvement. We know that student achievement increases when parents/families are involved in the educational process of their child. We encourage parents to be involved in our school. Each fall, invitations for a variety of ways to be involved in your child's learning are available. We welcome your participation in an educational partnership. This includes all areas of instruction and specialized services (special education, Title I, etc.). Each school plans, implements, and assesses parent involvement opportunities that meet the needs of staff and families.

VI. SCHOOL LIFE

Backpacks/Book bags

The possession of a backpack or bookbag in the instructional space is at the discretion of the classroom teacher.

Balloons

Balloons are not allowed inside Chanhassen High School. When loose, they may interfere with the building security system. There are also some students who may be allergic to the latex used in many balloons.

Building Upkeep/Lunchroom/Halls

Students are expected to accept their responsibility for maintaining the building and keeping it clean. **All students sitting at a table in the cafeteria are responsible for debris left at, near or under that table.**

Also, occasions will occur when students will be expected to cooperate by picking up litter in the cafeteria or other parts of the building even though they may not have been the ones directly responsible for the litter or mess. We are fortunate to have a beautiful facility in which to work and learn; therefore, everyone needs to work together to keep Chanhassen High School beautiful.

Care of School Equipment and Materials

Each student has the right to use school equipment and materials in an appropriate manner. All students have the responsibility to take care of the equipment and materials they are using, and to follow the proper procedures for checking out materials. Students will have to reimburse the school district for any lost or damaged equipment, texts or materials. PSEO textbooks are the property of CNHS and are to be returned to the house offices upon completion of PSEO courses.

Closing of School

When school is closed or delayed due to inclement weather, an announcement will be made at approximately 5:30 a.m. on Channels 4, 5, 9, 11, and over WCCO radio (830 AM). School closings are also available on the District 112 website www.district112.org.

Construction

Students are not to be in construction zones nor are students to be in prohibited areas of the campus at any time.

Copy Machines

Students are not allowed to use the staff, office or House copy machines at any time. Students may be sent to the Copy Center to deliver or pick up materials.

Dances

All CNHS students must have a current CNHS ID to be admitted to any Chanhassen High School dance. Guests must have a current school ID or driver's license. A CNHS student is permitted to bring one guest to a dance. Guests must be current 9th – 12th graders or in their first year out of high school. Guests must be registered through the Dance (Guest) Request Form, which is available in all House Offices, by the Wednesday prior to the dance to be able to attend the dance. Students attending Chaska High School or the Integrated Arts Academy **do not** need to be registered as a guest, but do need to bring their school issued identification in order to be allowed into the dance. Chanhassen High School reserves the right to close any or all dances to non-Chanhassen high school students. Once a student leaves a dance, s/he will not be readmitted. The supervisor(s) of the dance reserves the right to refuse admittance to anyone into a Chanhassen High School dance.

Eighteen (18) Year Olds

18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by all CNHS rules and regulations.

Field Trips

Only students currently registered for the class going on a field trip may participate in that field trip.

Flex Learning

Chanhassen high school believes that allowing students to make choices about how and where they learn develops skills that are essential to their post-high school success. There are Personal Flex and Group Flex areas around the building. These types of learning are defined as:

Personal Flex	Personal work time to work toward meeting learning goals	<ul style="list-style-type: none">● Size: 1 learner● Time: Varies based on learner needs (frequent check-ins)● Attendance: learner requested or teacher invited● Set-up: Away from distraction (i.e. individual desk, study carrel, countertop spaces, etc.)
Group Flex	Learners collaborate on working toward meeting learning goals with group or partner	<ul style="list-style-type: none">● Size: 2 to 6 learners● Time: Varies based on group needs (frequent check-ins)● Attendance: group request● Set-up: Spaces that allow for collaboration

When participating in these types of learning students are expected to exhibit behavior that would be acceptable in public locations. Behaviors that draw negative attention to the learner(s) are not acceptable. Students also need to cleanup after themselves, take care of the furniture, and return the learning area to its original condition when they are finished with the space. Students need to use the Flex Scheduler, either at a check-in station or on their device to sign into a Flex Learning area. **Under no circumstances are students to leave the building during a Flex Learning period.** Failure to exhibit acceptable behavior and or refusal to properly use the Flex Scheduler could result in the loss of the privilege of accessing the Flex Learning spaces.

Students have the ability to request to leave one class in order to get additional support or time with another of the subjects on their schedule. Permission to leave rests solely with the classroom teacher who is being asked to allow the student to leave their class. Factors that will strongly influence the teacher’s decision include, but are not limited to, the grade the student has in their class, how well the student has handled Flex Learning in the past, whether or not the learning for the day can be replicated by the student on their own, etc. Students must respect the teacher’s decision.

Students also need to be prepared to engage in a conversation with staff regarding their learning. This conversation will follow the following format:

Ask	Student is ready to be engaged by a staff member about their learning.
Show	Student can show the staff member that they are signed into the proper Flex Learning location on the Flex Scheduler.
Tell	Student is able to explain what they are working on and why they chose the space they are working in.

Failure to pleasantly and maturely participate in this conversation could result in the loss of the privilege of accessing the Flex Learning spaces.

Gambling & Games

All gambling and non-instructional card/dice games are not allowed at CNHS. Hackey-sack and similar non-instructional games where an item is tossed or kicked may not be played inside the school building.

Hall Passes/ Use of the Flex Scheduler

Students in the halls after the tardy bell rings are required to be signed into the flex scheduler. Any students out of the classroom who are not properly signed into a flexible learning space may be escorted to their Dean’s office or classroom and receive a consequence for tardiness as outlined in the tardy policy. Bathroom passes should be issued by classroom teachers. Students should not request or be given permission to leave a class during the first and last 10 minutes of class.

Health Services

Students becoming ill during the school day should report to the nurse and sign in on the nurse's sign-in sheet. If it becomes necessary to go home, the nurse will inform the parent, and the pupil will be released from school. **If this procedure is not followed and the pupil leaves without properly checking out, the student will be considered truant from school, the parents will be contacted, and consequences will be assigned.** (Also see Attendance Regulations)

Illness

According to the Minnesota Department of Health guidelines, students be excluded from school for the reasons below. If your child is ill and as a parent/guardian you believe that your child needs to stay home, we respect your decision and will work with families to make the best decision for your child. A student will not be admitted to Eastern Carver County Schools if the building nurse suspects a student may have a contagious or communicable disease that has not been treated.

- Fever of 100 degrees or more, the student needs to stay home for 24 hours after the temperature returns to normal, without fever reducers.
- Vomiting or diarrhea, the student needs to stay home until 24 hours after the last episode.
- Any undiagnosed rash at the nurse's discretion, the student needs to see the physician before admittance to school.
- Chickenpox, may return to school after the last pox have scabbed over, usually 7-10 days.
- Uncontrolled cough.
- Pertussis, may return when 5 days after antibiotic treatment begins. Suspected cases of pertussis should stay home until 5 days of antibiotic are completed, or until the laboratory test comes back negative.
- Influenza, readmit when child feels well, and fever-free for 24 hours.
- Impetigo, may return to school 24 hours after treatment.
- Pink eye, no exclusion unless the student has a fever or is not healthy enough to participate in routine activities.
- Ringworm, may return 24 hours after treatment.
- Scabies, may return 24 hours after treatment.
- Strep throat, may return 12 hours after antibiotic treatment, unless the student has a fever or is not healthy enough to participate in routine activities.
- Pinworm, may return after treatment.
- Hand, foot, and mouth disease, may return 24 hours after fever free.

Student Medication Policy

Independent School District 112 acknowledges that some students may require prescribed medication during the school day. The following provisions are necessary to provide for the safe, proper, and timely administration of non-emergency prescription medication to students in the schools.

Types of Medication Administered

Independent School District 112 will dispense only FDA approved medications as prescribed by a licensed medication prescriber. Licensed medication prescribers are:

- Physicians

- Advanced Practice RN with prescriptive authority
- Physician's assistant who has direction from a physician or written protocol
- Dentist
- Podiatrist
- Osteopath
- Psychiatrist

Who will Administer Medication

Medications will be dispensed by the Registered Nurse. The RN may delegate this medical function to the Health Associate, paraprofessional/unlicensed assistive personnel.

Delegation of Medical Administration

Delegation is “the transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation.” (National Council of State Boards of Nursing)

Secure Handling, Storage, and Disposal

All medications will be stored in a locked drawer/cabinet which is used exclusively for medications. All medications should be stored in the original pharmacy, or manufactured labeled container with the student's name on it.

Medications are to be kept no longer than the medication expiration date or the end of the school year. All unused, discontinued, or outdated medications shall be returned to the parent/legal guardian. If the parent/legal guardian does not pick up medication at the end of the year, it will be disposed of at school.

Additional Health Services Information

All prescription drugs must be brought to the school nurse. At the prescribed time, the student should go to the nurse's office to take the medication. This procedure will help the school be aware of any health problems students may have and it will help safeguard their prescription. For the benefit of the student, it would be helpful if the parents would notify their son or daughter's Counselor of any health problems. Students may not possess or distribute prescription medication, over-the-counter medication or body altering products on school property, on school busses or at school events.

Lockers

Each student will be assigned a locker, and the locker will be located in his or her house. No student is to switch or share a locker with another student. Each student will be held responsible for the condition of the locker assigned to him/her and for the contents of that locker. Student backpacks should be stored in their lockers.

The State-Mandated Locker Policy

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

Students should not keep money or valuables in lockers.

Lost or Damaged School Materials

The school will charge an appropriate replacement fee for textbooks, library books, etc., that are lost, damaged, or destroyed by students.

Lost and Found

Articles found in and around the school should be turned into the Main Office where the owners may claim his/her property by identifying it.

Media Center/Computer Labs

The Chanhassen High School Media Center is open before and after school for extended student use. The Media Center offers many resources, which includes an extensive collection of periodicals, reference materials, books, Internet access, CD-ROM sources, and video production facilities. Leisure reading is available through magazines, hardbound books, and paperbacks. Vertical file materials such as pamphlets and newspaper clippings may be checked out for one week. There are no overdue fines, but replacement costs are charged for lost materials. Books may be checked out for three weeks. Periodicals and reference books may be checked out overnight. Photocopying is available for a minimal fee.

Camcorders, production studios, and editing equipment must be reserved prior to date of use. Only those students who have been trained by school staff members are eligible for using the video equipment.

The Media Center provides a quiet comfortable place to study and read. Please feel free to make use of the many resources offered in this facility.

Rules of the Media Center/Computer Labs

- For the benefit of other students and for the maintenance of an atmosphere conducive to learning, students will remain reasonably quiet while using the Media Center/Computer Labs.
- Students are responsible for all equipment and materials used both in the Media Center and checked out of the Media Center.
- Students are responsible for maintaining furniture, equipment, and the Media Center facility in general, in clean and in good condition.
- No beverages or food may be consumed in the Media Center and Computer labs.
- Copyright: Students photocopying materials from the Media Center are subject to the U.S. copyright guidelines. These are posted in the Media Center, and a complete explanation is available from the Media Specialist.
- No backpacks are allowed in the Media Center.
- Students must create/print only appropriate materials. (Ex.: Creating/printing a submission to a "senior will" or other inappropriate work will result in an immediate two week suspension from the Media Center and computer usage.)

Student violations of the Rules of the Media Center/Computer Labs will be handled in accordance with appropriate student discipline policies.

Acceptable Use of Technology Policy

Students in School District 112 use technology to search for information or create products to meet their educational needs and to communicate with other individuals in the pursuit of learning. The use of District 112 technology must be in support of learning and consistent with the educational objectives of the District. Any use of technology that adversely affects learning, teaching, or the operation of the District is prohibited and will be dealt with in accordance with applicable laws or student policies. Any use that jeopardizes district resources is also prohibited.

District 112 seeks to provide safe Internet access for students and staff, free from visual depictions that are obscene, contain child pornography, or are deemed harmful to minors. To reach this goal, the district has the right to place

reasonable restrictions on the material accessed or posted through the system. Students and staff are expected to follow the rules set forth in District 112's policies, procedures, and the law in the use of District 112 Internet services.

Privileges

1. **Privacy.** There is not privacy of personal files on the district system. An individual search will be conducted if there is reasonable suspicion that students have violated technology use guidelines, District policies, or the law.
2. **Access.** All students of School District 112 will be granted appropriate access to technology services. Exploration of technology is encouraged within District 112 curriculum. An adult will monitor student use of technology equipment and the Internet.
3. **Safety.** To the greatest extent possible, users of the School District 112 technology community will be protected from harassment or unwanted or unsolicited contact. Individual users are expected to help with this undertaking. Any student who receives threatening or unwelcome communications should bring them to the attention of an administrator.
4. **Intellectual Freedom.** School District 112 provides a free and open forum for expression, including viewpoints that are strange, unorthodox, or unpopular. Personal attacks or sending unwelcome or threatening email messages are not an acceptable use of the school district network. School District 112 does not officially endorse any opinions stated in productions created with our technologies. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of School District 112.

User Responsibilities It is the user's responsibility to adhere to the standards set by their technology community and the school district. Specifically:

1. Use appropriate language.
2. Adhere to the rules of copyright.
3. Respect the privacy of other users.
4. Use of technology for any illegal activities is prohibited.
5. Help avoid the spread of computer viruses.
6. Users have full responsibility for the use of their account: All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the account user. A fee may be charged to your account for printing or copying. Under no conditions should you give your password to another user.
7. Students must not reveal personal information (address or phone number) to unknown users. Under no circumstances should students give their passwords to other students.
8. Be aware that e-mail and files are not guaranteed to be private.
9. Copyrighted material must not be placed on any system in School District 112 without the author's permission. Only public domain files, and files in which the author has given expressed consent for on-line distribution, may be used on our technology. Any other software or videos or audio may not be uploaded to district technology systems.
10. Students may not download or install software on our computers or networks without the permission of a technology staff member.

Care of School Equipment, Materials and Student District Issued Devices (Chromebooks)

Each student has the right to use school equipment and materials in an appropriate manner. All students have the responsibility to take care of the equipment and materials they are using, and to follow the proper procedures for checking out materials. Students will have to reimburse the school district for any lost or damaged chrome books, equipment, texts or materials. For more information on Chromebooks please refer to connexion.district112.org

Technology Products

Materials produced with the technology of School District 112 are subject to the following policies and guidelines:

- Products may only be displayed on District technology or web sites with the permission of an authorized staff member.
- School District publications (including but not limited to: web pages, video recordings, audio recordings, transcripts, brochures, newsletters, or other print media) may contain student information within the following guidelines:
 - Student photos or work may be identified by first name only, except for activity participants or award winners.
 - Roster information (i.e. height, weight, grade, role, photos) for activities may be published.
 - Information that could be published in a newspaper may also be published in School District 112 publications.
 - If this is not acceptable, parents or staff must complete the District *Request to Exclude Student Directory Information Form*.
- All other productions must provide a *Standard Release Form* signed by any talent or subjects and, if a minor, by their parent or guardian prior to any publication via video audio, transcripts or web sites.

Student violations of the District Acceptable Use Policy will be handled in accordance with appropriate student discipline policies.

Student Created Informational Programing

Morning News (Media Productions 2) Policy & Purpose

It has been the policy of the show to promote student school events and student life in a positive light. It has been the purpose of the show to help promote the connectedness of the school and pull the school community together.

There are two parts to the show:

1. Announcements – Students read announcements that pertain to CNHS sponsored events and one time recognition items (at the discretion of the crew).
2. Clips – Students create special report clips that pertain to CNHS sponsored events and CNHS student life.

Under no circumstances will we accept any outside advertising of any kind (non-school sponsored events).

Music

Student may perform music in the commons or in the halls only with administrative permission.

Pep Fests and Convocations

During the year there will be pep fests and assemblies that promote school spirit, recognize student accomplishments, or give students valuable information and opportunities for learning. **Attendance at Pep Fests/Convocations is mandatory unless special permission has been obtained from administration.**

Photo ID

All students must have a photo taken as students must carry their photo IDs and present them upon request. Lost ID's will be issued only once at a cost of \$5.00 each.

Pledge of Allegiance Policy

Per Minnesota law, students in District 112 shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation can take place either in individual classrooms or as an entire

building over the intercom system or televised broadcast. Any student or teacher may decline to participate and that decision will be respected.

Posters/Flyers/Signs/Wills

Only posters, flyers or signs, which promote school-sponsored activities, and are authorized and signed by the administration, may be displayed or distributed in the building. In addition, non-school sponsored trips, camps, tryouts, or activities may not be advertised at CNHS. Any signs or posters to be displayed in school must be approved in an administrative office and may only be displayed for a maximum of 10 days.

Prom

Attendance at Prom is a privilege limited to Juniors and Seniors of Chanhassen High School. Ninth and Tenth grade CNHS students and/or other guests may attend Prom only if they are escorted by a Junior or Senior of Chanhassen High School. (Ex.: CNHS Sophomore may attend Prom if the date of a CNHS Junior or Senior) Guest registration rules (See *Dances*) apply to the Prom.

Spirit Rock

The Spirit Rock is to be decorated respectfully with surrounding areas remaining untouched. Students posting messages should refrain from vulgarity or personal remarks.

Student Aides

The purpose of a student aide is to assist staff. The student aide should report on time to the staff member and remain within the proximity of that staff member except when asked to perform a specific duty elsewhere in the building. If the teacher has no work for the day, the student aide will remain in the classroom, or sign into a flex learning space. Their cooperating teacher still has the responsibility to monitor their aid(s).

Policy

- A student must be a senior to be eligible to be a Student Aide.
- A student must be carrying a 3.0 GPA and be on track to graduate on time.
- Student Aides will receive .25 credits for one period daily during a semester.
- Student Aides will receive a PASS or NO CREDIT grade, which does not affect their GPA positively or negatively.
- A student can earn a maximum of 0.5 elective credit toward graduation as a Student Aide; however, a student may have additional Student Aide contracts for credit beyond the minimum number of credits required for graduation.
- A student receiving an NC for a previous aide assignment is not eligible for further enrollments.
- Exemptions to policy and parameters can be made with administrative approval.

Parameters

- To receive credit for a Student Aide contract it must be submitted within the first ten days of the term or a student must drop a credit earning course to become a Student Aide.
- Students must report to their student aiding assignment at the beginning of **EVERY** day.
- Teachers may have a student aide during their prep but students should not be in the staff offices during this time.
 - Teachers may have aides during hours that they teach with the expectation that students will be in the classroom with the teacher every day
- Student aids may use flex spaces at their cooperating teacher's discretion. Cooperating teachers continue to be responsible for monitoring their student aids.
- Student are not allowed to leave the building during their student aiding period.

- Student Aides may not access a faculty / staff member’s electronic or paper records protected by data privacy including grades, scores, and attendance.
- A Student Aide contract can be rescinded if the student is not in the appropriate area or under the direct supervision of the faculty / staff supervisor. A mark of “No Credit” will be recorded.

Procedure

- Students can obtain a contract from their Counselor’s office.
- Working with a faculty / staff member, the student completes the Student Aide contract.
- The student submits the Student Aide contract to the Main Office / Registrar within the first ten days of the semester.
- Student Aide will be added to the student’s schedule.
- The supervising faculty / staff member will take attendance for the student daily.
- The supervising faculty / staff member will submit a PASS or NO CREDIT grade based on the student’s performance as a Student Aide.
 - Student did not lose credit per attendance policy
 - Student arrived on time and did not leave early
 - Student stayed with faculty / staff member unless on a specific task / errand
 - Student provided support and assistance as requested by faculty / staff member
 - Student followed policy, parameters, procedure, and any other specific expectations established in the contract

Student Surveys, Physical Exams, and Marketing Policy

District 112 affords parents certain rights regarding student surveys, certain physical exams, and collection and use of information for marketing purposes. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use of:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of curriculum.

Video Surveillance

Policy

Chanhassen High School is committed to a safe, caring, and positive environment. In order to provide for the personal safety and security of students, staff and visitors, Chanhassen High School uses video surveillance on school property, including the surveillance of vehicles, in accordance with guidelines established by the school administration. ***Any and all persons on the grounds or in the building of Chanhassen High School are subject to video surveillance.*** The school administration will be responsible for managing and auditing the site use and security of video surveillance cameras. This policy is expected to encourage individuals to demonstrate respect for themselves, for others, and for their surroundings.

General Procedures

Video surveillance devices may monitor school buildings, vehicles, and grounds. Video surveillance may be placed in areas to monitor the safety and security of students, staff and visitors and where surveillance has proven to be necessary as a result of threats, prior property damages, or other security incidents.

The school principal shall be responsible for managing and auditing the site use and security of video cameras, monitors and electronic images. Only the principal or individuals designated by the principal shall be permitted access to the video monitors or be permitted to operate the video system controls. Video monitors are located in controlled access areas.

Data privacy laws prohibit the school from sharing video surveillance with students, parents, neighbors, or visitors.

The recording of actions of students, staff, and others may be reviewed or audited for the purpose of determining adherence to federal and state law, as well as school rules and policies. The school may use video surveillance to detect, report, and/or deter criminal offenses.

The school may monitor video surveillance and recordings from such surveillance to assure the safety and security of students, staff, and visitors. If deemed appropriate by the school administration, further actions may be taken by the school as a result of video surveillance activities including, but not limited to, disciplinary actions and reporting evidence of crimes to appropriate authorities. Disclosure of video records shall be done on a need to know basis.

The principal ensures that digital video recordings on a hard drive are maintained for a minimum of 10 days and may be recorded over after this time. An incident related copy of a video record is maintained for 90 days after it is created. After 90 days have expired, the copy of the video record shall be destroyed unless good cause exists not to destroy the video record at that time. The video record shall be destroyed once there is no longer good cause to continue to maintain it.

Visitors

Visitors to the school will be required to sign in upon entering the building and to wear a Visitor's Pass during their visit.

Wellness Policy

The wellness policy is a guide to ensure students are able to form healthy, life-long nutritional and physical habits. Students will be provided appropriate education in each of these areas, as well as healthy food choices and

opportunities to participate in physical activities. Nutritional value and portion size guidelines have been established for food items that are made available to students.

Schools will not use foods or beverages as rewards for academic performance or good behavior (unless written in and IEP or 504), and will not withhold food or beverages as a punishment. All foods offered or sold to students will meet USDA Smart Snacks nutrition standards. A list of Smart Snacks is found on the [district's wellness website](#). The school district will make available to teachers a list of healthy fundraising ideas. The school encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

VII. STUDENT ACTIVITIES

Affiliation Chanhassen High School is a member of the Minnesota State High School League and the Metro West Conference.

Our school offers a wide variety of student activities that have been organized to better meet the needs and interests of all students. Clubs are chartered for the purpose of encouraging participation in activities not available in the classroom. Fees are required for participation in some activities. Students who receive free or reduced lunch will also receive free or reduced fees.

Activities

Students who would like information about clubs, participation, team rules, etc., should contact the Assistant Principal for Activities or the advisor for that activity. All students, grades 9-12, are eligible to participate. Fees are charged for participation. Students who receive free or reduced lunches are also eligible for free or reduced activity fees.

Students participating in Arts & Activities co-curricular programming should be aware that Chanhassen High School Arts & Activities follow the Minnesota State High School League Student Code of Responsibilities and Bylaws for Student Eligibility (available at www.mshsl.org/mshsl/Publications/code/handbook/Bylaws). The MSHSL code of Responsibilities and Penalties will be used as parameters for student eligibility and participation for all activities whether or not that activity is governed by the MSHSL.

Additional information is available through the Assistant Principal for Activities.

Athletics

Students who would like information about practice schedules, participation, team rules, etc., should contact the Assistant Principal for Athletics or the coach for that sport. All students, grades 9-12, are eligible to try out. Fees are charged for participation. Students who receive free or reduced lunches are also eligible for free or reduced activity fees.

Additional information is available through the Assistant Principal for Athletics.

For athletic handbook and registration information go to:

www.stormregistration.com