

SAINT PETER HIGH SCHOOL  
STUDENT - PARENT HANDBOOK  
2021-2022



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## **SECTION 1: Academics**

### **Academic Requirements**

#### **A. Graduation Requirements**

The following policy shall serve as basic requirements for any student wishing to graduate from Saint Peter High School.

1. Each student shall have completed twenty-seven (27) credits earned in the ninth, tenth, eleventh, and twelfth years of secondary school in required and elective courses.
2. Such credits shall include:
  - a. Four and one-half credit courses in English.
  - b. Three and one-half credit courses in social studies.
  - c. Four credits in mathematics.
  - d. Four credits in science.
  - e. One credit in ninth-grade physical education, one-half credit in tenth-grade physical education, one-half credit in tenth-grade health.
  - f. One credit in the fine arts (band, choir, art).
  - g. Eight additional credit courses from any of the approved curriculum of the School District
3. The basis of a credit course in grades nine, ten, eleven, and twelve shall be the satisfactory completion of a course on the secondary level covering a minimum of 120 clock hours. Credits are awarded in one-half credit increments.
4. Students in their sophomore year will take the Reading MCA III standardized test. Students in their junior year will take the math MCA III standardized test. Students will take the MCA III science test during the year in which they take biology.
5. Students in their junior year will have the opportunity to take the ACT on a designated day during the school year. Saint Peter Schools will cover the cost of testing for those students of economic need.

#### **B. Academic Recognition**

1. Graduating seniors with high scholastic achievements will be recognized as follows:

A- Average -	High Honors
B+ Average -	Honors
2. Students in grades 9 - 12 who achieve the status of high honor (A- average) or honors (B+ average) for a given semester will be recognized by the school.
3. Students who have maintained an A- average during their freshmen and sophomore years will be awarded an academic achievement letter at the completion of their sophomore year. Gold bars will be awarded to students who repeat or continue to perform during their junior and/or senior years. A student in grade eleven or twelve may earn an academic achievement letter for the first time upon the successful completion of four semesters of A- work.
4. High honors distinction at graduation will identify those students who have a 4.0 GPA or greater. The honor distinction at graduation will identify those students who have an A- average or better. Students with grades averaging B+ and above will continue to be recognized as part of the high school honor roll.

C. Marking and Reporting Procedure

1. Saint Peter High School uses letter marks as a marking system as described:

A	Excellent	D	Poor	NC	No Credit
B	Good	F	Failure		
C	Average	I	Incomplete		

Pluses and minuses may be used at the discretion of the teacher.

2. Marks are earned on a nine-week basis. Final marks are awarded at the end of each grading period.
3. Final examinations are recommended for all courses when practical.
4. Marks are awarded for academic achievement only. Marks are not to be used in a punitive manner nor are marks to be lowered because of misconduct. This does not mean that points cannot be awarded for performance.
5. Teachers must be able to explain to students and parents/guardians the reasons for a particular mark given.
6. The teacher should give a reasonable explanation for an abnormal mark distribution.
7. Teachers must explain how marks are determined and what is expected of a student who is to receive each of the marks. A handout to students is recommended.
8. Students and parents/guardians are to be notified of student progress periodically, as provided by School Board Policy.
9. Incomplete marks may be given at the teacher's discretion, but they must encourage students to complete all outstanding work, as provided by Administration Rules and Regulations.
10. Teachers are to allow appropriate time for daily make-up work or tests that were assigned while the student was absent, as provided by Administrative Rules and Regulations.
11. A student at any level of the senior high program may receive the full range of marks A-F and I or NC, provided that the level is identified and recorded.
12. A student who gives forth to the best of her/his capacity to learn as judged by the professional staff shall be promoted through the school program at the normal rate and shall be given passing marks.
13. Teachers record all marks in an electronic class record book that is organized, accurate and legible. This book becomes the official source for the school for student marks.
14. There is a semester honor roll for grades 9-12.

D. Incompletes

1. A mark of "Incomplete" may be given to a student who has not completed all the requirements of a course.
2. All incompletes must be made up within three (3) weeks of the end of the quarter/semester in which they occurred. An incomplete not made up within three (3) weeks will result in the semester grade being changed to "F" for students in grades 9-12.
3. Students may resolve their incompletes at any time prior to the above-mentioned date by completing the work and then the teacher will assign a grade of "A", "B", "C", "D", or "F", whichever is appropriate for the quality of the work.
4. Teachers may require that students make up incomplete work at any time prior to the end of the three (3) week period provided that the student has had twice the length of time missed to make up work or tests which were assigned while the student was absent.
5. If any incomplete work in any course that is required for graduation remains outstanding after the date of the final examinations for twelfth graders, it shall prevent participation in graduation ceremonies and prevent receipt of a diploma until such work is completed.
6. Incomplete grades shall not be considered in determining a student's rank in class.
7. Parents/guardians shall be informed of their student's status regarding incomplete work.

#### E. Drop-Add Procedures

Students seeking to add a course to their schedule must do so within the first five (5) school days of the semester. No additional courses will be added after the first five (5) days. The only exception to this regulation would be the addition of a course that is to be audited and not taken for credit. Courses may be dropped within the first five (5) school days of a semester without penalty. After five (5) school days, any course that is dropped will result in a letter grade of "F" being recorded for the dropped course.

#### F. Final Examinations

Students may not take final examinations prior to their normally scheduled time. If students will be absent on the date when final examinations are administered, they will need to schedule a time after this date to make up their tests. A mark of "I" (Incomplete) will be recorded on the student's report card until the examinations have been completed. Failure to complete any final examinations after a semester ends will result in the incomplete mark being changed to "NC" (No Credit), except in unusual circumstances, as determined by a principal.

#### **Academic Integrity Policy**

At Saint Peter High School we act responsibly, live with integrity and show respect. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain these standards and strive for continuous improvement. We expect our students to take responsibility for their actions and thus maintain academic integrity and a respectful learning environment for our school.

#### **To act with academic integrity students must value and demonstrate positive regard for:**

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creation/ work of others
- Academic honor and trust

#### **Academic integrity is achieved when a student:**

1. Takes full credit for his or her own work, and gives full credit to those who have helped, or influenced him or her.
2. Represents his or her own work honestly and accurately.
3. Collaborates with other students only as specifically directed or authorized.

#### **Student behaviors that promote genuine student achievement:**

1. Try to keep a realistic schedule and balance academics, extracurricular, social and family life, and sleep. It may be necessary to limit activities if feeling overwhelmed.
2. Be organized. Keep class notes and handouts in a folder that is easily accessible. This will reduce anxiety when studying for a test or writing a paper.
3. Seek help from teachers. Ask for clarification if you do not understand an assignment.
4. Keep current with assignments. Don't wait until the last minute to study for a test or write a paper.
5. Only work with another student if the teacher has specifically given permission.
6. Accept the fact that real learning requires serious and sometimes tedious effort

#### **Academic Integrity Violations**

**Cheating:** Seeking to obtain credit or improved scores through the use of deception. Examples include:

- Copying homework,
- Looking at another student's quiz or test,
- Asking a student what was on a quiz or test,
- Using secretive methods including putting information on phones or calculators, and using electronic foreign language translators instead of teacher approved materials,
- Using a former student's work and claiming it as one's own,
- Using study aids such as Cliff notes or Spark notes instead of reading assigned materials.

**Facilitation:** Helping another student obtain credit or improved scores through the use of deception.

Examples include:

- Allowing another student to copy your homework,
- Allowing another student to look at your test or quiz,
- Reporting to another student what is on test or quiz,
- Working with another student on an assignment and submitting the same answers without the permission of the instructor,
- Texting answers to another student.

**Falsification:** Fabrication. Examples include:

- Misrepresenting yourself in any way to your teacher regarding the work you have done including saying you turned in an assignment when you have not,
- Forging a parent's signature on a document required for class,
- Missing class in order to avoid turning in a paper or taking a test,
- Submitting the same work to two instructors without the express permission from both instructors,
- Making up information/data or a citation in any paper or project,
- Gaining unauthorized access to tests.

**Plagiarism:** Representing the words or ideas of another as one's own in any paper or assignment.

Examples include:

- Copying information off the internet or any other printed material and pretending this information is your own writing. Everything on the internet is not public domain. You must credit the source of those who created them or you are, essentially, stealing.
- Failure to cite sources properly including not using quotation marks when needed and not acknowledging sources when paraphrasing.

### **Level 1 Violations**

- Copying another student's homework, classwork, or ideas without the instructor's permission.

#### **(Cheating/Plagiarism)**

- Allowing another student to copy homework or classwork without the instructor's permission.

#### **(Facilitation)**

- Not acknowledging the writer's ideas or direct words within an assignment. **(Plagiarism)**
- Copying or paraphrasing an excerpt from the internet or any other source without citing the source.

#### **(Plagiarism)**

- Misrepresenting oneself to the teacher. **(Falsification)**

### **Level 2 Violations**

- Cheating on exams, tests, or quizzes **(Cheating)**
- Copying or buying an essay, lab report, or project and submitting it as your own. **(Cheating/Plagiarism)**
- Using an assignment from a student who previously took the course (cheating) or providing that assignment to a current student. **(Facilitation)**
- Using a computer translator in a World Language class without the teacher's permission. **(Cheating)**

### **Level 1 Consequences**

- Teacher confers with student and notifies the parent
- 0 on assignment
- Disciplinary referral sent to an administrator

### **Level 2 Consequences**

- Teacher confers with student and notifies the parent
- 0 on assignment
- Disciplinary referral sent to an administrator

- Administrative conference
  - Office consequence (see Student Conduct policy for listing of consequences)
- (Parts of this policy are adapted from the academic integrity policies of Atholton High School, Littleton High School, York High School, and Piedmont High School.)

### **Commencement**

In order to be eligible to participate in commencement exercises, students must have completely finished all credit & graduation requirements set forth by the state of Minnesota and ISD 508. Participation in commencement exercises is voluntary. Students who do not wish to participate in the commencement exercises should inform the principal as soon as possible. A student's failure to attend the scheduled graduation practice may result in their not being allowed to participate in the commencement exercises themselves. Additionally, all obligations (library books returned, fines paid, detention completed, etc.) must be cleared before a student will be eligible to participate in commencement exercises. A dress code for all participants is enforced.

### **Structured/Guided Study Hall**

- a. Guided study halls are to be quiet and conducive to study. Talking should be done quietly.
- b. Students are allowed out of study halls only with a pass. Students leaving the study hall with a pass must sign out, indicating where they are going. Students must return to their study hall by the end of the period. Failure to return to study hall will result in being assigned to a structured study hall during Saints Time.

### **Flexible Study Hall**

- a. Flexible study hall is available to those who meet academic requirements and have not lost privileges due to excessive tardies or truancy.
- b. Students are not assigned a study hall room; rather, they must check in each day at an assigned location, and then they may utilize their work time where they would like. The locations where students may go during this time are the Media Center, the Commons, the resource rooms, and the locker bays. Students may not go into the Gymnasium, Fine Arts, or Industrial Technology wings without a teacher pass. Doing so could result in loss of flexible study hall privileges and being assigned to a structured study hall.

### **Scholarships**

There are several scholarship opportunities available to students at St. Peter High School. Scholarships range in programming from community group organizations, memorial funds, special group populations as well as local, regional, statewide, and national sponsored scholarships. Beyond St. Peter High School, our local Dollars for Scholars affiliate, the St. Peter-Kasota Chapter of Dollars for Scholars, awards graduating high school seniors with scholarships to be used for post-secondary education and training. Students should visit the school counselor for scholarship information and opportunities. The announcement of recipients for local scholarship opportunities will be made at Senior Awards Night at the end of the school year.

### **Guidance and Counseling Services**

1. Although the terms "guidance" and "counseling" are often used synonymously, there is in reality a significant difference. "Guidance" is a philosophy of approach to an individual, which emphasizes full development of the individual's potential. The process by which this philosophy is carried out is also



termed "guidance". All school staff members working with students carry on this process. This includes the classroom teacher, the principal, the nurse, and others, such as the speech clinician or the remedial reading teacher.

2. The counselor is responsible for advising students and helping them with problems or questions. Students desiring such help are urged to come to the counselor's office. The counselor is also responsible for administering the cumulative record files and the occupational information files. Teachers are urged to discuss individual students with the counselors and attend all case conferences involving their students.

3. Teachers are urged to make arrangements for conferences with the parents/guardians of students who are having difficulty in their classes. Teachers are also urged to make arrangements for individual conferences with students who are not getting along well, or who show a tendency toward becoming behavioral problems. Such conferences can be scheduled during the teacher's preparation period by making arrangements to have the student excused from another teacher's class. The complicated nature of a problem occasionally makes it advisable to call a case conference. The case conference provides an opportunity for school personnel to concentrate their efforts in order to better understand, resolve, or modify a particular student's difficulty. The counselor has been delegated the responsibility for arranging case conferences.

#### 4. Testing

Guidance involves, among other things, discovering the needs and abilities of students. Standardized tests are essentially an attempt to serve this guidance function. Iowa Test of Educational Development - 9th through 12th grade will be administered in September.

Personality and individual intelligence tests are available on an individual basis through the counselor's office.

#### 5. Postsecondary Education and Occupational Information

Material on colleges, area vocational-technical schools, private trade schools, on-the-job and apprenticeship training, military service, financial aid to students, and scholarships are available through the counselor's office.

#### 6. Guidance Materials

The following materials are available for teacher use:

- a. Cumulative records - (including personal information, test results, interview notes, grade records, personality ratings, anecdotal records, health records). NOTE: These records should not be taken out of the administration office.
- b. Occupational Materials
- c. Information on personal problems
- d. Special tests - Personality and interest inventories that may be used in identifying and helping students with special needs.
- e. Information on the development of good study habits.
- f. Reports on local follow-up studies.

#### 7. Alternative School

The Alternative School is a highly structured program for students, grades nine through 12, whose behavior affects their learning at school and affects their relationship with other students, teachers, parents, and friends. Through a variety of techniques and strategies, the program is designed to assist the participating student in cooperation and communication with others, understanding oneself, understanding and developing control of one's own behavior, and greater achievement.

#### 8. Child Abuse

Minnesota law requires that all cases where there is a reasonable cause to believe a child is being neglected or physically or sexually abused shall immediately be reported to the local welfare agency of residence.

## Physical Education

### 1. Participation in Physical Education

It is important to the health, physical and social development of students that they participate in physical education classes regularly. However, if a student must be excused for some reason, she/he must bring a note from her/his parent(s)/guardian(s) or family doctor to the school nurse or to the high school office. If it is necessary to be excused from physical education classes for more than one day, a note from the family doctor must be presented stating the reason and the approximate length of time to be excused.

### 2. Proper Attire for Physical Education

All students are required to be dressed in an appropriate physical education uniform. Appropriate dress is important for students to adequately participate in their physical education class.

## SECTION 2: ATTENDANCE

### Attendance

#### 1. General Statement

Regular attendance is absolutely essential to progress in schoolwork. Students should develop the habit of being on time and prepared for the day's work. Parents and students are expected to cooperate in the matter of attendance. Students who are missing from school and are unexcused will not be permitted to participate in any school-sponsored activities on the day of their absence. Students not under the supervision of a faculty member are to leave the school building and grounds after school is out.

#### 2. Anticipation of Absence

Students who anticipate being gone for one or more days should first secure an advance notice of absence form from the office and take it to each of their teachers. Failure to do so before leaving may result in the absence being unexcused.

#### 3. Valid Absences and Exceptions

a. Although excusing absenteeism and tardiness is at the discretion of the principal, the following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student.
2. Serious illness or death of a member of the student's family.
3. Emergency dental and medical appointments
4. Educational experiences, such as excursions and trips sponsored by the school, that are not available at other times.
5. Severe weather conditions, according to the merits of the case.
6. Religious holidays.

b. Exceptions to the attendance policy are as follows:

1. Family vacation request: A parent must prearrange with the middle/high school assistant principal's office a request for a family vacation. The days will not be counted against the attendance policy.
2. A school-sponsored activity will not count against the attendance policy.
3. Doctor appointments require a slip to be signed by the health facility. This slip needs to be turned in at the middle/ high school office.
4. A suspended absence(s).
5. Court appointments, which must be verified
6. The building principal may make exceptions in unusual cases or in extraordinary circumstances.

#### 4. Make-up Slips

- a. Students who have been absent must bring a note from their parents/guardians or have their parents/guardians call the school. Without parent permission, the absence will be marked as unexcused.
- b. All students are required to obtain an absence slip from the office.
- c. Presenting the office with a fake or forged note will result in detention.
- d. Students who secure an advance leave form will still be expected to submit proper readmission to class admit slip (pink) upon their return to classes unless they have been participating in a school-sponsored field trip. Students are reminded that a parent note *is required to excuse valid absences outlined above* and, a doctor's note excuses *illnesses/appointments* from the attendance policy.
- e. Students are reminded that a parent note is required to excuse valid absences outlined above, and a doctor's note excuses illnesses/appointments from the attendance policy.

5. Policy on Make-up Work

- a. Students who have been excused absent from school have twice the length of time missed to make up daily work or tests assigned while the student was absent. At the end of the allotted time, the teacher, at her/his own discretion, will award either a letter grade or give an incomplete for the assignment. Any assignment not turned in by the end of the allotted time may result in an "F".
- b. In the cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence.
- c. Assignments made while students are in attendance should be turned in on time. Example: If an assignment is assigned on Wednesday due on Monday and the student is absent on Friday, the assignment is still due on Monday.
- d. In the case of unexcused absences, the teacher may choose not to award credit for the work missed during the absence.
- e. Students who obtain advance leave forms and receive assignments from teachers prior to an extended absence may be required to turn in these assignments upon their return or at a date specified by the teacher, at the teacher's discretion.

6. Leaving the School Building

Students who need to leave the school anytime during the course of the school day must secure a leave school permit from the office. Failure to secure a blue leave school permit will, at the principal's or dean of student's discretion, result in the assignment of detention or loss of privileges. The only exceptions to obtaining a leave school permit before school are for illnesses or for an emergency. This policy also applies to the noon hour if the student will not be returning for afternoon classes. Should a student leave school for PSEO or an appointment and suddenly becomes ill and is unable to return to school, the office should be notified BEFORE the start of the next class. Afternoon leave school permits will not be issued without verbal contact with the student's parent/guardian. Written notes will not be accepted.

7. Co-Curricular participation

In order to participate in co-curricular activities, students must attend their blocks three and four classes.

8. Truancy and Unexcused Absences

Absence from school without parents'/guardians' or school's permission is truancy. The violation will result in the assignment of detention during Saints Time. Detention will be assigned at the rate of three periods of detention for every unexcused class period. Students with attendance issues will also be assigned to a structured or guided study hall. Continued unexcused absences of students under the age of 18 will be reported to the Assistant County Attorney. Sixteen and seventeen-year-olds will be classified as being Habitually Truant unless lawfully withdrawn from school. At the discretion of the principal, students

who are absent, unexcused, from classes may not be readmitted to any of their classes until after a parental conference has taken place with a principal.

#### 9. Tardiness

Students who are more than 15 minutes late to a class will be marked absent, not tardy. This absence will count toward the six-day attendance policy. **Students who are unexcused tardy more than six times per quarter, regardless of the classes it occurs in, will be assigned with one unit of detention during Saints Time or each time they are tardy after the sixth unexcused tardy.**

#### 10. Visits to Nurse's Office

Students may be issued an excused absence from class while visiting the nurse's office.

#### 11. Attendance Appeal Process

- a. A student may use an appeal process at the end of each quarter/semester if the student has more than 6 absences in a block class or 12 absences in a skinny class.
- b. The student and/or parent/guardian must submit a written appeal to the senior high office within five days of the absence.
- c. The student may provide a written excuse from a medical facility as a part of the appeal process.
- d. The locally-appointed appeals committee will review the appeal and the appeal will be permitted or denied. The student or parent/guardian may appeal the decision to the superintendent of schools and request a meeting. The superintendent will review the situation and issue a decision.

### **SECTION 3: GUIDELINES AND PROCEDURES**

#### **Bicycles**

The school is not responsible for bicycles ridden to school and parked on school property. Bicycles parked at school should be locked in the bicycle racks.

#### **Emergency Evacuation Procedures**

##### **FIRE**

- a. As soon as the alarm is sounded, teachers will take their positions at the exits from their rooms and remain until all students have passed out of the room. If there is time, teachers are to close doors and bring class rosters with them.
- b. As soon as the alarm is sounded, students should rise and pass in a rapid, orderly manner from the room by the exit used for regular dismissal. An orderly dismissal with minimal talking is expected. Maintaining a minimal noise level will allow for emergency instructions or changes in regular procedures to be heard. The first students to arrive at any exit should hold the door open until teachers arrive to relieve them.
- c. Students should not take their coats, jackets, or books with them.
- d. As soon as all students have exited the building, the teachers will take their positions at the exit, and, under no circumstances, allow any of them to enter the building until the "all clear" has been given by the designated staff.
- e. Have students move into the parking lots or Community Spirit Park. The space near the building should be absolutely clear. Students should return to the building after a drill by the same route that they left the building.
- f. Where to go from classrooms: Each room will have a fire escape assignment posted in the room and teachers will explain fire drill exit procedures during the first week of school.
- g. Do not leave the school grounds during a drill or emergency unless you are directly supervised by a high school staff member.

## ARMED INTRUDER

Students and staff will follow ALICE training protocol in the event of an armed intruder.

## CIVIL DEFENSE ALERT

Students will be sent home when official civil defense communications indicate there is sufficient time to arrive home before dangerous conditions develop. (Information will be released by the proper authorities to all communications media). If conditions will not allow time for students to be dismissed, students will be assembled in designated areas in the building.

Tornadoes: Public warning signal - 5 minutes steady blast on the civil defense siren and repeated if necessary. Staff should proceed with all students to a pre-designated tornado shelter.

FIRE EXTINGUISHERS, SMOKE/HEAT SENSORS, AND FIRE ALARMS ARE APPARATUS, WHICH ARE TO ONLY BE USED IN THE EVENT OF EMERGENCIES. PEOPLE WHO INTENTIONALLY MISUSE THIS EQUIPMENT WILL BE REFERRED TO THE PROPER AUTHORITIES.

## Fees and Fines

1. No student shall be required to pay a fee for a required program, project, or activity that occurs during the regular school year.
2. Fees may be charged in the following areas:
  - a. In any program where the resultant product, in excess of minimum requirements and at the student's option, becomes the personal property of the student.
  - b. Admission fees or charges for extracurricular activities where attendance is optional.
  - c. A parking permit fee for any vehicle using the school's parking lot.
  - d. A security deposit to assure the return of materials, supplies, or equipment.
  - e. Personal physical education and athletic equipment and apparel.
  - f. Items or products that are purchased for personal use, such as, student publications, class rings, annuals, and graduation announcements.
  - g. Fees specifically permitted in any other statute.
  - h. Field trips that are considered supplementary to a district's educational program and not required or graded.
  - i. Any authorized voluntary student health and accident benefit plan.
  - j. For use of musical instruments that the district owns or rents.
  - k. Students may be required to furnish personal or consumable items including pencils, papers, pens, erasers, and notebooks.
3. Fees may not be charged in the following areas:
  - a. Textbooks, workbooks, art materials, laboratory supplies, and towels.
  - b. Supplies necessary for participation in any instructional course except as specifically authorized.
  - c. Field trips that are required as a part of a basic educational program or course.
  - e. Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
  - f. Library books that are required to be utilized for any educational course or program. (A fee may be charged for lost books).
  - g. Admission fees, dues or fees for any activity the student is required to attend.
  - h. Any admission or examination cost of any required educational course or program.

- i. Locker rentals. (A deposit for a padlock or key is permissible).
4. Payment of Obligations  
Students who have end-of-the-semester obligations (library fines, lost books, missing athletic equipment, etc.) will have their final grades withheld until all obligations are met.

### **Field Trips**

Occasionally certain classes offer opportunities for students to visit sites outside the school that are related to the course. These opportunities are a privilege and may be denied for just cause. It is required that students return the signed "parent permission slip" to their teacher before they leave on the field trip. Only school-authorized transportation will be used and at least one faculty member will chaperone each vehicle used for the field trip. Parents are allowed to only take their own child from a school function.

### **Grievance Procedure**

In an attempt to give Saint Peter students an opportunity to present a legitimate grievance, they may have access to the following grievance procedure, which has been adopted:

1. A student with a particular grievance or complaint is urged to first try to resolve the problem with the other party involved on a one-to-one basis (i.e., grades, discipline, school policy, etc.).
2. If the problem cannot be resolved at level one, the student should then bring that problem to the attention of the dean of students who will call together the grievant, the other party involved and will attempt to mediate and resolve the problem.
3. If the problem is not resolved at level three, the student may again present it to the principal, who will review all the information related to the problem and promptly render a decision.
4. If, after the final decision of the principal, the grievant still believes the problem is unresolved, further appeal may be granted through request made to the principal for review by the Superintendent of Schools.

### **Lost and Found**

Lost and found articles are located in the High School office.

### **Lunch**

1. Students are to eat meals in the Commons area.
2. Students caught throwing food in the cafeteria will be disciplined.
3. Clean-up  
After eating, all students are asked to clean up their dishes, return them to the kitchen dish reception area. Areas available for student use during the lunch period include the following:
  - a. Commons area
  - b. When weather permits, the courtyard.
4. Lunch accounts:
  - a. Students will have a lunch account number.
5. Closed campus lunch period:  
High school students have a closed lunch period. Students are not allowed to leave the school for lunch. Those students with Junior or Senior Privilege who have a study hall during block three are allowed to leave the high school.

### **Media Center Procedures**

The Media Center is open from 7:30 a.m. to 3:30 p.m. Monday – Thursday, and 7:30 a.m. – 3:00 p.m. Friday. The Media Center may be open for evening hours near the end of each quarter. The Media Center is to be used as a working/studying area. Students who do not comply will be removed.

## **Parking Regulations**

### Student Parking on School Grounds

#### Parking Permits:

Students shall be permitted to drive automobiles and/or motorcycles to and from school. However, students desiring to use any of the high school parking facilities will be required to purchase a parking permit. Cars, vans, trucks, motorcycles, and mopeds must all have the required Saint Peter High School permit in order to use school parking lots. Permits are available in the high school office. Violators may lose all parking privileges on school grounds.

Students will be issued one student-parking sticker for \$25.00. A \$5.00 fee will be charged for every lost parking sticker issued thereafter. Parking stickers must be attached to each vehicle's inside rearview mirror. The parking sticker must be clearly visible from the outside of the vehicle. Student vehicles need a new parking sticker each school year.

#### Parking Rules:

1. The student parking lot is the west lot, adjacent to the tennis courts and the entrance to the gymnasium area.
2. Students driving automobiles and/or motorcycles to school must park their vehicles in the parking lots in areas designated as student parking. Vehicles must be parked in marked parking spots or this can impede the safe coming and going of other vehicles.
3. Students driving automobiles and/or motorcycles to school must drive safely at all times.
4. Students who are authorized to leave during the day (PSEO, Junior/Senior Privilege, CIA) will be issued a different color parking pass that will allow them to park in designated areas on the east side (staff lot/media center side).
5. Students who leave during the day for appointments will be issued a temporary parking pass for that day, which will allow them to park in the staff lot upon their return.
6. Students using automobiles improperly may forfeit the right to use school parking lots.
7. Students who park on school grounds understand that their vehicle may be searched by school personnel at any time while parked on school grounds, provided that the high school personnel has reason to believe that the vehicle contains contraband.

## **Pledge of Allegiance**

The School Board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for the recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this School District shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate; or over a school intercom system by a person designated by the school principal or other person having administrative control over the school. Any student or teacher may decline to participate in the recitation of the Pledge of Allegiance to the flag. Others must respect the choice not to recite the Pledge.

## **Reporting to Parents**

It is School District policy to inform parents at regular intervals of their student's attendance, academic, and disciplinary matters. Consequently, the following reports will be available at appropriate times to parents:

1. Attendance Notices

Notices of irregular attendance practices will be forwarded to parents/guardians at appropriate intervals. Should poor attendance continue, a conference with the student's parents/guardians will be necessary. Continued poor attendance could result in the student's forfeiting credit in the particular class.

2. Academic Reports

The grading system is A, B, C, D, F, No Credit, and Incomplete. Report cards are available online to parents, guardians, and students at the end of each grading period. On-line access can be obtained by contacting Kathy Wobbrock at 934-4210 ext 418, or [kwobbrock@stpetersschools.org](mailto:kwobbrock@stpetersschools.org). Paper copies will be mailed per parent/guardian request.

3. Academic progress reports are available online throughout the school year.

4. Parent conferences will be held during each school year. The dates for parent conferences are noted in the school calendar.

5. Discipline Referrals

Whenever any form of disciplinary action is necessary, a discipline referral will be sent to the parents/guardians informing them of the misconduct as well as the administrative action taken.

### **School Closing Procedures**

School closings and late start announcements will be made over local television and radio stations beginning about 6:30 a.m. The school district will also activate its emergency communications system (ConnectEd). The same local media and ConnectEd will be used if school must be dismissed early. Each rural student is asked to make prior arrangements to stay in town in case future weather conditions do not permit the buses to follow their routes. Parents/guardians may choose not to send their child to school if, in their estimation, the weather is too severe and school has not been closed.

### **Searches (Locker, Vehicle, Personal)**

Equipment such as lockers belongs to the school district, but students may be allowed to use the equipment as a convenience. The school insists that lockers be properly cared for and not used for the storage of illegal items such as firearms, liquor, cigarettes, illegal drugs, etc. Students will each be issued a locker and its combination. Students are encouraged to keep their locker locked at all times and not share their locker combination with others.

1. Student's Rights

- a. A search of a student's person should be limited to a situation where the administration has a reasonable belief that the student is concealing evidence of an illegal act or school rule violation.
- b. Dangerous items (such as firearms, weapons, etc.) and other items, which may be used to substantially disrupt the educational process, will be removed from the student's possession.
- c. A general inspection of school properties including, but not limited to, lockers or desks may be conducted on a regular basis. Illegal items and items belonging to the school or another person will be seized.
- d. All items seized may be returned to the proper authorities or the true owner.
- e. Students may be given the opportunity to be present when a search of personal possessions is conducted if there is no reason to believe that their presence would be a threat to the safety of themselves or others.



f. When a custodial interrogation takes place in school (in relation to a locker search) by a law enforcement official or police officer, students should be advised of their rights by the proper authority, including the right to counsel and the right to remain silent.

g. Lockers may be searched by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. This is 1995 Minnesota Legislation (HF107, Article 3, Sec. 10-12).

h. It is a policy of the state of Minnesota (Subdivision 1) that 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. These searches may be carried out by a specially trained dog. 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 practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

i. School principals will conduct periodic inspections of the school locker areas and/or parking lots on district premises. These inspections may be announced or unannounced and may be carried out using specially trained dogs to sniff out and alert staff to the presence of substances prohibited by law or district police.

### **Junior and Senior Privilege**

Junior & Senior Privilege is available to those juniors and seniors who qualify during the first, second, third, and fourth quarters of the school year. This privilege will allow qualifying students the ability to leave school for a maximum of 95 minutes during their study hall. In order to qualify for this privilege, students must meet the following standards/criteria:

1. Students must be in good academic standing.
  - Students must be on track to graduate with their class and seniors must be making progress on their senior achievement paper and project.
  - If the student has had a **C+, C, C-, D+, D, D-, F, Incomplete, or No Credit (NC) grade** on a previous quarter's grade report in any class, **he/she will not qualify**. If there are extenuating circumstances involving an incomplete (i.e.: serious illness, etc.) the principals will evaluate the situation on a case-by-case basis.
2. Students must have met all school obligations including Media Center and Lunchroom debt.
3. Students must not have ANY major disciplinary referrals, behavior issues, or unexcused absences in the quarter preceding or during the quarter of Privilege.
4. Students must not have received detention for tardy violations the previous quarter.
5. No more than 95 minutes per day (one block or two periods) will be allowed.
6. Students must be registered for seven credits.
7. Students may not drop a class to gain Privilege.
8. Students may not be tardy to the class that follows their Privilege time. (3 violations of this rule will result in the loss of Privilege)
9. Students must attend homeroom on days that a homeroom schedule is in place.
10. During scheduled Privilege time, students may use the Commons, locker bay area, media center, resource spaces, or leave the building.

11. A parent's signature of approval must be signed on the application form unless the student is 18 and has the appropriate form on file in the High School office.

12. **Students must apply every quarter.** Applications must be completed and returned to the senior high office by no later than the date posted in the MS/HS office and in the bulletin. Late Privilege Applications will be dealt with on an individual basis.

12. The Privilege begins on the date posted in the MS/HS office. If a student did not have Privilege the previous quarter, he/she may not take Privilege until they have been notified that they have qualified. If a student had Privilege the previous quarter he/she may still take Privilege until they are notified they don't have it.

### **Student Appearance**

1. Students are not subjected to a formal dress code. However, in order to provide the very best learning environment, clothing or hairstyles deemed disruptive or which cause a distraction to the educational process will not be allowed. Teachers and other staff will make the determination of disruption or distraction. Violations include, but are not limited to, chains, chain wallets, and any clothing which promotes alcohol, drugs, tobacco, nudity, sexually inappropriate behavior, or violence/harassment. If a student's appearance is determined to be a distraction or inappropriate in the school setting, the student will be responsible to correct the situation by:

- a. Changing the attire
- b. Covering the attire or distraction, or
- c. Removing the attire or distraction.

\*Students who continually refuse to comply with requests to dress accordingly will be subject to all discipline procedures.

2. Appropriate hats and caps and other head coverings will be allowed in the high school; however, classroom protocol will be at the discretion of the teacher. Teachers will have the right to allow or not allow hats in their classes. Failure to follow classroom rules will be considered insubordination.

### **3. Student Rights and Responsibilities**

- a. Student dress and grooming are the responsibility of the student and her/his parent/guardian.
- b. Dress and grooming shall be clean and in keeping with health and sanitary practices.
- c. Students should not wear clothing or hairstyles that can be hazardous to them in their school activities such as shop, lab work, physical education, and art.
- d. Dress and grooming shall not disrupt the educational process.
- e. Students whose dress is in violation of these standards will be subject to dismissal.

### **Student Assemblies, Meetings, and Dances**

The First Amendment right to free speech and assembly are honored, provided that the exercise of a right does not substantially disrupt the educational process.

#### **1. Student Meeting Rights**

- a. Students are permitted to hold student meetings on school property within the limitation applicable to all groups under Minnesota Statute 123.36 (5).
- b. Students have the right to gather informally.

#### **2. Rules for a Student Meeting**

- a. Meetings should be scheduled in advance.
- b. Normal class activities may not be disrupted.
- c. The meeting shall not be such as may be likely to create a substantial danger to persons or property.
- d. If a crowd is anticipated, a crowd control plan shall be filed in the Principal's office in advance of the meeting.

3. Rule for an Informal Gathering
  - a. Students gathered informally shall not subsequently disrupt the educational process.
  - b. Students who willfully disregard this rule may be subject to dismissal.
4. Dances
  - a. Only Saint Peter High School groups may sponsor dances, which are approved and cleared by the Student Council.
  - b. All dances must have the following adults present:
    1. Principal, dean of students, or advisor
    2. Eight adult chaperones
    3. One police officer
    4. Advisors whose organizations sponsor a dance are expected to attend
  - c. Students wishing to bring an outsider to a school dance must obtain a pass from the High School office to the dance.
  - d. Any student who leaves the dance will not be readmitted.
  - e. Guests are subject to the same rules as students of Saint Peter High School.
  - f. Prom
 

Prom is a special dance, which is sponsored by the Junior class in honor of the Seniors. The dance is open to Juniors and Seniors and their guests. However, participants must be at least of Junior class status and no older than age 20.

### **Telephone Use, Messages, and Calls from Home**

#### 1. Telephone Use

Telephone use in the classroom will be allowed per teacher discretion. In those classes where phones are not allowed, a box may be made available to place the phone in prior to the start of class. It may then be retrieved at the end of class. Students may go to the office to ask to use the telephone during lunch and passing times. Teachers will not give out a telephone pass.

#### 2. Messages and Calls from Home

Except in cases of emergencies, the office does not call students out of classes when parents leave messages for their students. The office will attempt to call students from class at the end of a class period if possible, or students will be called to the offices at the end of the school day.

### **Transportation**

#### 1. School Bus and Bus Stop Rules

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

#### 2. Expectations at the Bus Stop

- a. Get to the bus stop five minutes before your scheduled pick-up time. The school bus will not wait for late students.
- b. Respect the property of others while waiting at the bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.

- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassing, intimidating, or horse playing.
- j. No use of alcohol, tobacco, or drugs.

### 3. Expectations on the Bus

- a. Follow the driver's direction right away.
- b. Sit in the seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidating, or horse playing.
- g. Do not throw any object.
- h. No eating, drinking or using tobacco or drugs.
- i. Do not bring any weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.

### 4. Consequences

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

#### A. Discipline

1. The first time a student violates any of the rules of the bus, the student responsible will be warned, his or her parents/guardians will be notified, and the student may face school-assigned detention.
2. The second time an incident occurs, the parents/guardians of the student will be notified. The student may face in-school detention or removal from the bus for up to five days.
3. The third time an incident occurs, the student responsible will be removed from the bus for five or more days, and his or her parents/guardians will be notified.
4. The fourth time an incident occurs, the student responsible may be removed from the bus for the remainder of the year.
5. Any infraction serious enough in nature may be cause for immediate removal from the bus.

#### B. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

#### C. Vandalism/Bus Damage

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

#### D. Notice

Students will be given a copy of school bus and bus stop rules during the school bus safety training. Rules are to be posted on each bus and the driver will periodically review both rules and consequences with students.

#### E. Criminal Conduct

In cases involving criminal conduct (assault, weapons, possession, or vandalism), the Superintendent, local law enforcement officials, and the Department of Public Safety will be informed.

### 5. Transportation to and from Activities

A. All students will ride school-provided transportation to and from school events. An exception may be made, at the school employee's discretion, if a student is turned over directly to a parent/guardian who submits a written request.

B. Students will be dropped off only at the school after events. Students will not be dropped off at their homes or any other location for any reason.

## 6. Use of School Buses

### A. General Rule

The School District uses school buses as transportation for all co-curricular activities.

### B. Exceptions

1. Coach buses may be substituted for school buses during the summer months if requested by the building level principal.
2. Those students who directly participate in the tournament may use coach buses for transportation to and from state tournaments. The request must be made by the coach of the activity or the director of activities and approved by the principal.
3. A coach, director, or teacher may make a request in writing to the building level principal that a coach bus be substituted for a school bus for any particular activity. The principal, at his or her discretion, may substitute a bus coach for a school bus. The decision should be based upon the number of students being transported, the distance to the activity, the type of equipment that will accompany the group and other factors that may affect the safety of the students.  
A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls during the school year. Parents and guardians are asked to review the rules with their students.

### Parent/Guardian responsibilities for transportation safety.

- Become familiar with district rules, policies, regulations, and principles of school bus safety.
- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their own responsibility for the actions of their children.
- Support safe riding practices and reasonable discipline efforts.
- When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- Support emergency evacuation procedures as set up by the school district.
- Respect the rights and privileges of others.
- Communicate safety concerns to school administrators.
- Monitor bus stops, if possible.
- Support all efforts to improve school bus safety.

### Visitors

Students who are interested in enrolling at Saint Peter High School are welcome to visit during the school day. Only in cases of emergencies will other student visitors be allowed to visit during the school day. All visitors are to first report to the principal's office to obtain permission to be in the school building during the school day.

### Withdrawal Procedure

Students who plan on withdrawing from Saint Peter High School should obtain from the Counselor's office the proper withdrawal form and have each of the teachers sign it. Once all teachers have signed the withdrawal form and collected the books, the withdrawal form should be brought to the counselor's office.

## **SECTION 4: TECHNOLOGY**

### **Cell Phones and Electronic Devices**

Cell phones and other personal electronic devices may be used at the following times, providing they are not used for the invasion of personal space and/or property of another person:

- Before and after school
- During passing times between scheduled classes,
- During a student's own lunchtime,
- During one's flex study hall, and
- When actively advocated for by teaching staff.

Cell Phones and other personal electronic devices may not be used at the following times:

- During all testing times, including state-mandated examinations.
- During excused restroom breaks and/or visits to lockers that fall during scheduled class times

Any movie or photo that is taken during instructional time may not be used and must be approved by the dean of students or principal. Students have been strongly encouraged to protect their electronic devices against the risk of theft or loss. School personnel will make limited effort to investigate these losses or thefts. The school assumes no responsibility for confiscated items.

### **Saints Digital Learning Initiative (Ipad)**

Through the Saints Digital Learning Initiative, Saint Peter High School continues its commitment to offering students and teachers access to best-practice strategies and modern equipment to improve the classroom experience.

Beginning with the Class of 2017, all 9th grade students will be issued an iPad Mini through a 1-to-1 digital learning program that will provide each student a personal learning tool that can be adapted to various courses and learning experiences. Our 1-to-1 digital learning program will provide students new opportunities for authentic experiences to develop the skills and strategies for using emerging digital tools that they will need to be prepared to achieve success in college and careers in the 21st Century.

Please consult the *Saints Digital Learning Initiative 1-to-1 Handbook* for program details, expectations, and terms and conditions. Handbooks are available upon request from the high school office.

## **SECTION 5: STUDENT CONDUCT & DISCIPLINE POLICY**

### **STUDENT RIGHTS**

All students have the right to an education and the right to learn.

### **STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school

authorities;

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

## **CODE OF STUDENT CONDUCT**

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

The School Board considers the following behaviors to be unacceptable behaviors that may be subject to disciplinary action. These behaviors are defined more thoroughly in the Student Handbook, and will be reviewed annually.

1. Acts of dishonesty.
2. Any criminal activity or violation of the law. 506-5
3. Attendance issues, including failure to attend class, tardiness, and leaving class without permission.

4. Cheating and plagiarism.
5. Damage to or misuse of property, including misuse of technology or use of technology in a way that causes property damage
6. Failing to follow the instructions of an administrator, teacher, or other School District representative.
7. Gang activity.
8. Inappropriate physical contact with another person, as well as acts of physical aggression, fighting, horseplay and play fighting.
9. Possession, distribution, or use of alcohol, drugs, and tobacco (including look alike substances and synthetic substances) or paraphernalia.
10. Possessions of weapons (as defined in School Board Policy 501) explosives, incendiary devices, or any type of combustible substances.
11. Substantially interrupting the learning environment.
12. Sexual misconduct and sexual assault.
13. Theft.
14. Threats of violence.
15. Trespassing.
16. Using language that is not appropriate in a school setting or possessing materials containing language that is not appropriate in a school setting. Inappropriate language includes abusive, profane, obscene, or threatening language. Inappropriate language also includes language that constitutes cyberbullying, bullying, discrimination, harassment, or hazing. Teasing and name-calling may also be considered inappropriate language.
17. Violations of other School Board Policies setting forth expectations for student behavior including:
  - a) School Board Policy 102, Equal Educational Opportunity;
  - b) School Board Policy 413, Harassment and Violence;
  - c) School Board Policy 417, Chemical Use and Abuse
  - d) School Board Policy 419, Tobacco-Free Environment;
  - e) School Board Policy 501, Weapons;
  - f) School Board Policy 502, Search of Student Lockers, Desks, Personal Possessions, and Student's Person
  - g) School Board Policy 503, Student Attendance;
  - h) School Board Policy 504, Student Dress and Appearance;
  - i) School Board Policy 505, Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
  - j) School Board Policy 514 Bullying Prohibition;
  - k) School Board Policy 521, Student Disability Nondiscrimination
  - l) School Board Policy 526, Hazing Prohibition;
  - m) School Board Policy 527, Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches;
  - n) School Board Policy 528, Student Parental, Family and Marital Status Nondiscrimination;
  - o) School Board Policy 536, Student Internet Acceptable Use and Safety Policy;
  - p) School Board Policy 627, Academic Honesty;
  - q) School Board Policy 709, Student Transportation Safety

## **Rules of Conduct**

Disciplinary action may be taken against students for any behavior that disrupts good order, impedes the educational process, or violates the rights of others.

- A. DISCIPLINARY ACTION may include but is not limited to:
  1. Meeting with the teacher, counselor, or principal;



2. Detention/School-After-Hours;
3. Loss of school privileges;
4. Parental conference with school staff;
5. Modified school programs;
6. Removal from class;
7. Co-Curricular ineligibility
8. Suspension;
9. Exclusion;
10. Expulsion; and
11. Reasonable restraint for self-protection or protection of others.

B. The principal may impose or recommend a longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis (i.e. school service or restitution). The principal may require that the student enter into a behavior contract.

C. It is the policy of the School District to follow the Minnesota Pupil Fair Dismissal Act in the suspension, exclusion, and expulsion of students. The basic provisions of the Pupil Fair Dismissal Act shall be published in the Student Handbook and distributed to all students during the first month of the school year.

## **ACTIONS SUBJECT TO DISCIPLINE and DISCIPLINE GUIDELINES**

### **Attendance**

#### **1. TRUANCY AND UNEXCUSED ABSENCES**

1. As required by current law, regulations of the State Department and School Board Policy, students shall attend each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the principal. Students returning to school following an absence will be expected to complete all missed assignments in accordance with district policy and as stated in the Student-Parent Handbook.
2. Truancy is missing school or class without school permission.
3. When a student under 18 reaches three unexcused absences, the principal will notify the student's parents/guardians.
4. When a student reaches seven unexcused absences on seven different days, county and court/social services authorities will be notified.
5. Students under the age of eighteen will be classified as habitual truants when absent for one or more class periods on seven or more school days if the student has not lawfully withdrawn from school.
6. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

### **CHEMICAL INFRACTIONS**

\*\* See Appendix C for complete Drug/Alcohol and Assault Policy

#### **2. ALCOHOL OR CHEMICALS, POSSESSION OR USE**

The possession or use of any alcohol, narcotic, illegal substance, controlled substance, or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	5-day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

### 3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substance, or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

### 4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an “over-the-counter” medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any “over-the-counter” medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

### 5. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy.. Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
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<b>Grades 9-12</b>	<b>3-5 day suspension Police referral</b>	<b>10-day suspension Expulsion recommendation Police referral</b>	
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## 6. TOBACCO USE OR POSSESSION

Possession or use of tobacco is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>1-day suspension Police referral</b>	<b>2 day suspension Police referral</b>	<b>3-day suspension Police referral</b>

## Dangerous and/or Nuisance Items

\*\* See Appendix B for complete WEAPONS POLICY

### WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION, AND OTHER DANGEROUS ITEMS

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. "Weapon" includes, but is not limited to, guns (including BB and pellet guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), nunchucks, throwing stars, explosives, stun guns, ammunition, chains, and chain wallets.

- "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school-sponsored activity.
- Possession of a weapon in school or on school grounds will result in confiscation of the weapon and referral to the police and may result in an initial out-of-school suspension for five (5) days and a recommendation to the Superintendent of Schools that the student is expelled.
- A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

## 7. FIREARMS

Minnesota state law requires that school boards must expel for a period of at least one year, a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921.

The school board may modify this expulsion requirement on a case- by-case basis.

<b>Grades</b>	<b>First Offense</b>
<b>Grades K-12</b>	<b>10-day suspension Expulsion recommendation Police referral</b>

## 8. FIREWORKS

Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of “Weapons, Explosives, Incendiary Devices, Ammunition, and Other Dangerous Items.”

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>5-day suspension</b>	<b>5-10 day suspension</b>	<b>10-day suspension Expulsion recommendation</b>

### **9. NUISANCE OBJECTS**

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include but are not limited to, laser pointers, lighters, radios, squirt guns, video games, snaps, stink bombs, bolt cutters, and crowbars.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>**</b>	<b>1-day suspension</b>	<b>3-day suspension</b>

(\*\*) Indicates disciplinary action assigned by building administration.

### **10. POTENTIALLY DANGEROUS ITEMS**

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon.

Nonetheless, because students are responsible for what they bring to school and possession of these items is prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>1-day suspension</b>	<b>3-day suspension</b>	<b>5-day suspension</b>

## **Driving Infractions and Transportation**

### 11. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Parking permit revoked for the identified time period Possible Police referral	3-day suspension Parking permit permanently revoked Police referral	5-day suspension Police referral

### 12. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. **Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period.** Students, grades 9-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense
Grades 9-12	Verbal Warning	1-5 day bus suspension	Loss of bus riding privilege for 10 days	Loss of bus riding privileges for one calendar year

### 13. VEHICLE UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT

Students desiring to use any of the high school parking facilities will be required to purchase a parking permit. Cars, vans, trucks, motorcycles and mopeds must all have the required Saint Peter High School permit in order to use school parking lots. Permits are available in the high school office. Violators may lose all parking privileges on school grounds.

Students will be issued one student-parking sticker for \$25.00. A \$5.00 fee will be charged for every lost parking sticker issued thereafter. Parking stickers must be attached to each vehicle's inside rearview mirror. The parking sticker must be clearly visible from outside of the vehicle. Student vehicles need a new parking sticker each school year.

Parking Rules:

1. The student parking lot is the west lot, adjacent to the tennis courts and the entrance to the gymnasium area.
2. Students must park their vehicles in the parking lots in areas designated as student parking. Vehicles must be parked in marked parking spots or this can impede the safe coming and going of other vehicles.
3. Students must drive safely at all times.
4. Students who are authorized to leave during the day (PSEO, Junior/Senior Privilege, CIA) will be issued a different color parking pass that will allow them to park in designated areas on the east side (staff lot / media center side).

5. Students who leave during the day for appointments will be issued a temporary parking pass for that day, which will allow them to park in the staff lot upon their return.
6. Students using automobiles improperly may forfeit the right to use school parking lots.
7. Students who park on school grounds understand that their vehicle may be searched by school personnel at any time while parked on school grounds, provided that the high school personnel have reason to believe that the vehicle contains contraband.

Grades	First Offense	Second Offense	Third Offense
Grades 10-12	\$10 fine	\$10 fine	Suspension of parking privileges for the remainder of the year

\*\*Vehicles on school grounds after parking privileges have been revoked are subject to immediate towing.

#### 14. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT

Stealing, forging, or using a false permit may result in a school suspension and the loss of parking privileges.

### Physical Infractions

\*\* See Appendix C for complete Drug/Alcohol and Assault Policy

#### 15. ASSAULT

Committing an act with intent to cause fear in another person of immediate bodily harm or death or attempting to or threatening to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Up to 3-day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

#### 16. ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	10-day suspension Expulsion recommendation Police referral		

#### 17. FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense

<b>Grades 9-12</b>	<b>5 day suspension Police referral</b>	<b>5-day suspension Police referral</b>	<b>10-day suspension Police referral Expulsion recommendation</b>
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### 18. PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>**</b>	<b>1-3 day suspension</b>	<b>3-5 day suspension</b>

(\*\*) Indicates disciplinary action assigned by building administration.

### 19. SEXUAL MISCONDUCT

Engaging in non-consensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>10-day suspension Expulsion recommendation Police referral</b>		

## PROPERTY INFRACTIONS

### 20. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

<b>Grades</b>	<b>First Offense</b>
<b>Grades 9-12</b>	<b>10-day suspension Expulsion recommendation Police referral</b>

### 21. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>

<b>Grades 9-12</b>	<b>5-day suspension Police referral</b>	<b>10-day suspension Expulsion recommendation Police referral</b>
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## 22. FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>**</b>	<b>3-5 day suspension Police referral</b>	<b>10-day suspension Expulsion recommendation Police referral</b>

(\*\*) Indicates disciplinary action assigned by building administration.

## 23. ROBBERY OR EXTORTION

Taking property from another person by the use of force, the threat of force compelling acquiescence, or under false pretenses is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>1-3 day suspension Police referral</b>	<b>5-10 day suspension Police referral</b>	<b>10-day suspension Expulsion recommendation Police referral</b>

## 24. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage, or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>1-3 day suspension Police referral</b>	<b>3-5 day suspension Police referral</b>	<b>10-day suspension Expulsion recommendation Police referral</b>

## 25. THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing of property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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<b>Grades 9-12</b>	<b>1-3 day suspension Police referral</b>	<b>3-5 day suspension Police referral</b>	<b>10-day suspension Expulsion recommendation Police referral</b>
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## 26. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is also classified as trespassing.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>1-day suspension</b>	<b>3 day suspension</b>	<b>5-10 day suspension</b>

## 27. VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>1-3 day suspension Police referral</b>	<b>5-day suspension Police referral</b>	<b>10-day suspension Expulsion recommendation Police referral</b>

## 28. VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging, or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>10-day suspension Expulsion recommendation Police referral</b>		

## TECHNOLOGY INFRACTIONS

\*\* See Appendix H for complete ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET

## 29. ELECTRONIC DEVICES, MISUSE OF

High school students may use cell phones or personal electronic mobile devices at the discretion of a teacher and in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Device confiscated Pick up at the end of the day either from the teacher or office.	Device confiscated 1 unit of Saints Time detention Parent must pick up phone	Repeat Offense #2 with Additional units of detention

### 30. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-2 day suspension	3-5 day suspension	5-day suspension

### 31. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment, or network; deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws is prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	3-5 day suspension	10-day suspension and access limited or monitored indefinitely. Expulsion recommendation.

(\*\*) Indicates disciplinary action assigned by building administration.

### 33. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the school district network and technology resources is prohibited and may result in disciplinary actions, including but not limited to suspension, police referral, and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
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<b>Grades 9-12</b>	<b>5 day suspension. Police referral. Social worker referral.</b>	<b>10-day suspension. Police referral. Recommendation for expulsion.</b>	
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## **THREATENING AND/OR DISRUPTIVE BEHAVIOR**

\*\* See Appendix D for complete HARASSMENT AND VIOLENCE POLICY

\*\* See Appendix E for complete BOMBS AND BOMB THREATS POLICY

\*\* See Appendix G for complete HAZING POLICY

\*\* See Appendix I for complete BULLYING PROHIBITION POLICY

### **34. ABUSE, VERBAL**

The use of language that is obscene, threatening, intimidating, or inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	**	<b>3-5 day suspension</b>	<b>10-day suspension Expulsion recommendation</b>

(\*\*) Indicates disciplinary action assigned by building administration.

### **35. BOMB THREAT OR TERRORISTIC THREAT**

Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>10-day suspension Expulsion recommendation Police referral</b>		

### **36. BULLYING OR INTIMIDATING BEHAVIOR**

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	1-3 day suspension Social worker intervention	2-10 day suspension Social worker intervention

(\*\*) Indicates disciplinary action assigned by building administration.

### 37. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	2-5 day suspension	10-day suspension Expulsion recommendation

(\*\*) Indicates disciplinary action assigned by building administration.

### 38. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	1-day suspension	3-day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

### 39. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

### 40. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense

<b>Grades 9-12</b>	<b>**</b>	<b>1-3 day suspension</b>	<b>3-5 day suspension</b>
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(\*\*) Indicates disciplinary action assigned by building administration.

#### 41. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>1-3 day suspension</b>	<b>3-5 day suspension</b>	<b>10-day suspension Expulsion recommendation</b>

#### 42. HAZING

Hazing activities of any type 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 into or affiliated with a student organization, or for any other purpose. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days, and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>3-5 day suspension</b>	<b>10-day suspension Expulsion recommendation</b>	

#### 43. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>**</b>	<b>1-3 day suspension</b>	<b>3-5 day suspension</b>

(\*\*) Indicates disciplinary action assigned by building administration.

#### 44. THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>

<b>Grades 9-12</b>	<b>3-day suspension Social worker intervention</b>	<b>5-day suspension</b>	<b>10-day suspension Expulsion recommendation</b>
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#### **45. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES, OR OTHER PERSONS**

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>10-day suspension Expulsion recommendation Police referral</b>		

### **OTHER BEHAVIOR INFRACTIONS**

#### **46. DRESS AND APPEARANCE**

Inappropriate clothing or appearance is prohibited. Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications or be sent home for the day.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>**</b>	<b>**</b>	<b>1-3 day suspension</b>

(\*\*) Indicates disciplinary action assigned by building administration.

#### **47. FALSE REPORTING**

Intentionally reporting false information about the behavior of a student or employee is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>1-3 day suspension</b>	<b>3-day suspension</b>	<b>3-5 day suspension</b>

#### **48. RECORDS OR IDENTIFICATION FALSIFICATION**

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited[bo11].

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Grades 9-12</b>	<b>**</b>	<b>1-day suspension</b>	<b>3-day suspension</b>

(\*\*) Indicates disciplinary action assigned by building administration.

(\*\*) Indicates disciplinary action assigned by building administration.

## 50. INAPPROPRIATE USE OF SINGLE-PERSON RESTROOMS

Single user restrooms are to be used only by one person at a time. Entering and closing the door to utilize the restroom as pairs, regardless of gender is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	3-day suspension	5-day suspension	5-day suspension

## 51. UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

### SECTION 6:

#### Classroom and Office Disciplinary Plans

##### A. Classroom Discipline Plan

1. The Classroom Discipline Plan is for Minor Discipline Referrals, which are handled in the classroom by the teacher. Each teacher does the following within the first two days that class is in session:
  - a. Discuss and explain the rights and responsibilities of students within each classroom.
  - b. Develop/discuss rules within each general category in each classroom (see classroom rules),
  - c. Explain how student rights and responsibilities are balanced.
  - d. Discuss the range of consequences for violations of rules.
  - e. These rules should be specific to each classroom.
2. Classroom Disciplinary Action
  - a. The teacher will communicate to the student what she/he is doing that violates a rule and what the rule says. The teacher will determine whether the rule has been followed and whether the student understands the circumstances. The teacher will be responsible for this communication.
  - b. For group disruptions, there will be administrative intervention.
  - c. Students shall be removed from class for:
    1. Chemical use or possession (tobacco, drugs, paraphernalia, under the influence);
    2. Physical violence;
    3. Inappropriate language;
    4. Possession of a weapon; and
    5. Gross insubordination (defiance or continued lack of compliance with teacher requests).

##### B. Office Discipline Plan

1. The Office Discipline Plan is for Major Discipline Referrals.
2. Level Two incidents (as defined by the discipline chart) may result in a student's assignment to:
  - a. Detention;

3. Students may be disciplined for off-campus conduct that disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.
4. Students who are removed from a class for disruptive or inappropriate behavior may be ineligible to participate in after school extra-curricular activities on the date of the violation.

### C. Elopement Plan

Students who have demonstrated a pattern of elopement from the school setting will have a specific elopement plan developed in collaboration with parents, case manager, teacher, principal, social worker, nurse, and others as identified.

### D. Detention

1. Detention Assigned Through the Dean of Students or Principal's Office
  - a. Students who earn detention from office administration must complete their detention within 2 school days (in other words, within 2 available detention sessions). A student will receive 1 additional detention unit for each day they are late in fulfilling their detention obligation. Blatant insubordination in regard to this policy will result in escalated discipline, not excluding suspension.
2. Detention Assigned by the Teacher and conducted by the teacher
  - a. Teachers have the right to assign detention to students to be served with them in a determined classroom and at a determined time.
  - b. If the person who assigned the detention has contacted the student's parent/guardian, the student may be detained the same day the detention is assigned. Otherwise, the student will be allowed one day in order to notify her/his parent/guardian and make the necessary arrangements for transportation.
  - c. Students may be expected to serve detention before school as well as after school.
  - d. Students failing to attend assigned detention from a teacher will be referred to the principal for further disciplinary action.
  - e. Students are reminded that any staff member at Saint Peter High School, whether they are a principal, teacher, counselor, aide, custodian, cook, or secretary may assign students with detention. Staff members are encouraged to report any student who violates school rules to the Principal's office for appropriate action.
3. Detention assigned by teacher counselor, aide, custodian, cook, or secretary to be served during Saints Time or before or after school with that staff member.

To do so, an email needs to be sent to the Dean of Students with the following information:

  1. Date of incident
  2. Student Name
  3. Brief summary of what the incident was.
  4. Suggestion for the number of units of detention. This event may be unique to the room/situation. The suggestion will be taken under advisement if there is no established "protocol" for the behavior.
  5. Teacher or staff member's name

Students who earn detention from office administration must complete their detention within 2 school days of receiving notice of their detention via email from the Dean of Students (in other words, within 2 available detention sessions). A student will receive 1 additional detention unit



for each day they are late in fulfilling their detention obligation. Blatant insubordination in regard to this policy will result in escalated discipline, not excluding suspension.

#### 4. Detention Room Rules

- a. Any student who is late to the detention room will not be admitted.
- b. The student must report to the detention room with enough schoolwork to keep busy for the entire time assigned. If the student is not working, she/he may be sent from the room and will receive no credit for the time spent in the room.
- c. Students are not to speak without permission from the supervisor.
- d. Co-curricular activities may be suspended for the student in the event of repeated skips.
- e. Students assigned to detention are expected to make up the detention on the designated assigned dates. The Dean of Students or Principal are the only individuals who can change the assigned detention.
- f. Students who misbehave during detention time will be sent from the detention room.
  1. The teacher will include an explanation of the incident on the detention room attendance list.
  2. If it is necessary to send a student from the detention room for a behavior problem, she/he will receive no credit for the time spent in the room for that day and an additional assigned day of detention.
- g. Once in the detention room, students will not be permitted to leave the room, unless an emergency occurs.

#### **E. Removal of Students from Class**

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

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

- a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- c. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
- d. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

2. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
3. **Procedures for Removal of a Student From a Class.**
  - a. The Teacher shall notify the office that said student has been removed from class.
  - b. Removal from class is at the discretion of the classroom teacher based on the event.
  - c. The Teacher must enter the event into Infinite Campus as a behavior incident by the end of the school day or not later than 8am the following school day.
4. **Responsibility for and Custody of a Student Removed From Class.**
  - a. Based on the incident involved, the teacher has the option to ask the student to sit outside the room or out of an activity or send them to the office. In the event the student is asked to sit outside the room or out of an activity, the teacher still maintains responsibility for the custody of the student.
  - b. In the event the student is required to go to the office, the teacher is responsible for deciding the manner in which the student should go to the office.
    - i. The teacher can call the office to notify the staff that a student is on their own walking to the office.
    - ii. The teacher can call the office to notify the staff that an escort is needed to walk a student down to the office.
    - iii. The teacher has responsibility for the student until the student has been released to an office staff member or has reached the office.
  - c. Students and office staff must be instructed as to what the student is to do when removed from the class.
5. **Procedures for Return of a Student to a Class From Which the Student Was Removed.**
  - a. For removals that do not mean removal to the high school office, the teacher will meet with the student prior to the next class period to discuss the incident. It is at the teacher's discretion whether the incident warrants notification of the parents/guardians.
  - b. For removals that result in the student being sent to the high school office, the Dean or Principal will meet with the student.
    - i. The administrative staff will assess the situation based on known information and discuss with the student.

- ii. The office staff will confer with the reporting staff member to collaborate information and assess the incident.
- iii. The administrative staff will follow the Student Handbook policy regarding student behavior and subsequent actions by the school.
- iv. The administrative staff will bring in counseling services as needed to assist students who are experiencing challenges that are leading to any behavioral issues.
- v. For instances that result in office suspensions or expulsions, the school administration will contact the parents/guardians. For all other instances, the teacher will notify the parents/guardians of the incident.

**6. Procedures for Notification.**

- a. For instances that result in office suspensions or expulsions, the school administration will contact the parents/guardians by phone. Return to school policy following a suspension / expulsion will be followed.
- b. The high school administration will contact the parents/guardians for situations that may display a pattern of inappropriate or repeated behaviors. Parents / guardians will also be notified if the event causes concern for the safety of the student or others.
- c. For all other instances, the teacher will notify the parents/guardians of the removal.

**7. Disabled Students; Special Provisions**

- a. When a student to be disciplined is receiving special education services, a review of the student's IEP will be conducted. The administrative procedure outlined in 007.271 identifies the interventions that may be used as well as defines the procedures necessary to implement certain behavior programs.

**8. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises**

1. Removal from class is the short-term exclusion of a student from a class. The school retains custody of and responsibility for the student in the event of removal.

Students shall be removed from a class only upon the agreement of the appropriate teacher and the principals and upon an informal administrative conference with the pupil. The terms of the removal shall be established at the informal administrative conference; the terms may include completion of classwork that is missed. Removal may be imposed without an informal administrative conference when an immediate and substantial danger exists to the student, to another person, or to property.

The length of removal shall be at the principals' discretion upon consultation with the teacher. Removal from class shall not exceed five consecutive class periods. Students shall be returned to class upon completion of the terms of the removal.

**2. In-School Suspension (ISS)**

Definition: This is a short-term exclusion from classes, not from the school. The student will be assigned to a workroom where assignments will be brought and the student will work on school work in a supervised environment.

### 3. Out of School Suspension

Definition: An out of school suspension is the short-term exclusion of the student from school. The school is relieved of custody of and responsibility for the student.

Procedure:

Suspension, exclusion, and expulsion shall be implemented in accordance with the Pupil Fair Dismissal Act.

### G. Disciplinary Action and Special Services

When a student to be disciplined is receiving special education services, a review of the student's IEP will be conducted. The administrative procedure outlined in 007.271 identifies the interventions that may be used as well as defines the procedures necessary to implement certain behavior programs.

### H. Pupil Fair Dismissal Act

Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act.

#### 1. Parent/Guardian Notification:

Parents/guardians shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by the Pupil Fair Dismissal Act. Disciplinary referrals will be mailed from the Senior High School office.

#### 2. Student Notification:

Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act.

### I. Corporal Punishment

The Board of Education prohibits the use of corporal punishment. However, reasonable force may be used by a teacher or other member of the instructional, support or supervisory staff upon or toward a student when necessary to restrain the student from self-injury or injury to any other person or property.

### J. Grounds for Dismissal

A student may be dismissed on the following grounds:

#### 1. Willful violation of any reasonable school board regulation. This includes offenses such as:

- a. Using, possessing, or distributing tobacco products, alcohol or drugs on school grounds or in the school building.
- b. Using inappropriate language.
- c. Excessive class skipping or truancy.
- d. Excessive tardiness.
- e. Insubordination with a teacher or other school employee.
- f. Missing detention.
- g. Other potentially dangerous activities.

#### 2. Willful conduct that materially and substantially disrupts the rights of others to an education.

This includes such offenses as:

- a. Class or school disruption.
- b. Harassment of other students.
- c. False fire alarms.
- d. Bomb threats.

#### 3. Willful conduct, which endangers the pupil or other pupils, or the property of the school.

This includes such offenses as:

- a. Fighting.

- b. Vandalism or theft on school property.
  - c. Carrying or using dangerous instruments.
  - d. Aggravated assault.
  - e. Exploding of fireworks or explosives.
  - f. Possession or use of drugs or alcohol.
  - g. Arson.
4. Direct defiance or refusal to comply with a direction by a Principal or Superintendent. This includes such offenses as:
- a. Insubordination.
    - 1. Students who choose to display disorderly conduct or behavior which is insubordinate to school staff may be suspended from school and may be referred to local law enforcement authorities.
  - b. Riot, strike or walkout.

K. Suspension

Students who are suspended from the regular school program may be suspended either in-school or out-of-school. At the time of dismissal, the students will be informed as to their status with the school. The type of suspension program used will depend upon the nature of the offense and the circumstances involved. The in-school suspension program will be used for most suspendable offenses.

1. *In-School Suspension Program*

This refers to an action taken by the school administration under the rules of the school board prohibiting a pupil from attending one or more classes for a period of no more than five school days. A student suspended in-school will be placed in a room under the direct supervision of a school authorized adult.

Suspended students will have the following responsibilities:

- a. Students will be expected to follow the directions of the in-school suspension supervisor at all times.
- b. Students are expected to bring all books and necessary materials with them to the in-school suspension room.
- c. Students are expected to work on all assigned work and will not be permitted to sleep.
- d. Students will be expected to remain quiet and no unnecessary talking or noisemaking will be permitted.
- e. Students will not be permitted to chew gum, eat candy or other food items or drink pop within the in-school suspension room.
- f. Students are expected to be on time to the in-school suspension room.
- g. Students will not be permitted to leave the in-school suspension room unless an emergency occurs or the office requests that they do so.
- h. A lunch break in the in-school suspension room will be provided at midday to accommodate those who desire to eat lunch.
- i. Students will not be permitted to participate in any school-related activities on the day(s) of suspension unless authorized to do so by the school administration. This means a student is ineligible to practice or to participate in any extra or co-curricular activities or events during the school day(s) or during the evening(s) of the suspension period.
- j. Students may not go to their lockers during their lunch hour because regular classes are in session and may not be disrupted.
- k. Students may not be removed from in-school suspension by a teacher for any reason.

The students suspended in the in-school suspension program are required to follow all the rules and regulations of this program. If these suspended students do not follow these rules and regulations, and out-of-school suspension program may be provided.

## 2. *Out-of-School Suspension Program*

This refers to an action taken by the school administration under the rules of the school board prohibiting a pupil from attending school for a period of time of no more than five school days. This suspension program will primarily be used for those students who endanger themselves or others, vandalize the property of the school, or commit excessive violations of any suspendable offenses.

The suspended students will have the following responsibilities:

- a. Students will be expected to leave the school grounds as soon as requested to do so.
- b. Students will be expected to remain off the school grounds unless otherwise authorized, until the suspension period is over.
- d. Students will be required to meet with the assistant principal or high school dean, at the conclusion of the suspension period.
- e. Students will be provided with all make-up work. Two days for each day of absence will be provided for the completion of all make-up work.
- f. Students will not be permitted to participate in any school-related activities on the day(s) of suspension, unless authorized to do so by the school administration. This means a student is ineligible to practice or participate in any extra or co-curricular activities or events during the school day(s), or during the evening(s) of the suspension period.

School suspension provides the structure for helping to both correct and protect students. The intent of out-of-school suspension is not only to remove the student from the setting where the infraction has occurred, but also to diagnose the behavior and prescribe what might be done to prevent such behavior from reoccurring.

## L. Exclusion and Expulsion

1. Exclusion is an action taken by the school board to prevent enrollment or re-enrollment of a student for a period, which shall not extend beyond the school year.
2. Expulsion is an action taken by the school board to prohibit an enrolled student from further attendance for a period, which shall not extend beyond the school year.
3. *Exclusion or Expulsion Procedures:*

No exclusion or expulsion shall be imposed without a hearing unless the right to a hearing is waived in writing by the student and parent/guardian. The school board or its agent shall initiate the action.

Written notice of intent to take action shall:

- a. Be served upon the student and her/his parent/guardian by certified mail.
- b. Contain a complete statement of the facts, a list of the witnesses, and a description of their testimony.
- c. State the date, time and place of the hearing.
- d. Be accompanied by a copy of Sections M.S. 121A.40 to 121A.56 of The Pupil Fair Dismissal Act of 1999.
- e. Describe alternative educational programs accorded the student prior to commencement of the expulsion or exclusion proceeding.
- f. Inform the student and parent/guardian of the right to:
  1. Have legal counsel at the hearing.
  2. Examine the student's records before the hearing.
  3. Present evidence.
  4. Confront and cross-examine all witnesses.

## **SECTION 6: CO-CURRICULAR**

### **Academic Policy for Co-Curricular Participants**

All students must be making progress toward graduation and be in line to graduate with their class. Any high school student who earns an “F” grade for a marking period will become ineligible for two weeks. Any middle school student who earns an “F” grade for a marking period will become ineligible for one week or one event, whichever is longer. An ineligible student, who can prove he/she is passing after the one- or two-week ineligibility period, will become eligible and put on academic probation until the next marking period. If a student slips back to an “F” grade during the probationary period, he/she will become ineligible until the next marking period. Prior to serving a period of ineligibility, an Academic Review Meeting will be held with the student, activities director, and dean of students.

### **Sportsmanship**

Courtesy, fairness, and respect characterize sportsmanship. It is interpreted in the conduct of the participants, coaches, cheerleaders, school administrators, and spectators. It is with this philosophy in mind that we of Saint Peter High School are striving to maintain and improve upon these qualities through the implementation of our sportsmanship project.

1. Show respect for opponents by:
  - a. Standing for opponent's school song;
  - b. Avoiding a temptation to boo an opponent's successes.
  - c. Sitting in Saint Peter's student area and not in the opponent's section.
2. Show respect for officials, participants and cheerleaders by:
  - a. Accepting a referee's judgment call.
  - b. Avoiding harassment to the opposing team players or coaches.
  - c. Applauding well-performed plays or routines by both Saint Peter athletes and their opponents.
  - d. Sitting in the stands and watching -- leaving only at period breaks or at half time.
3. Show respect for the flag by:
  - a. Standing for the National Anthem.
  - b. Singing the National Anthem.
  - c. Removing caps/hats during the National Anthem.
4. Show respect for the adult spectators by:
  - a. Being polite to all citizens.
  - b. Avoiding running and pushing in the lobby.
5. Show respect for each other by:
  - a. Making room for other students to be seated.
  - b. Avoiding obstructing each other's view of the performance.
  - c. Refraining from making fun of other's cheering or singing.
6. Acts of Misconduct
  - a. Uses of noisemakers- examples: compressed air horns, whistles, cowbells, and firecrackers.
  - b. Use of inappropriate banners or placards.
  - c. Throwing of objects – examples: coins, pop cans, folded programs as airplanes.
  - d. Use of obscene or abusive language that seeks to offend, intimidate, or show prejudice toward a player, official, or spectator.
  - e. Being on the premises of the scheduled contest while under the influence of alcohol or chemicals.
  - f. Unauthorized entry into any scheduled contest.
  - g. Behaving in a manner that violates the sportsmanship code.

7. Should a student be banned from attending events due to inappropriate conduct and/or poor sportsmanship, the following requirements must be fulfilled prior to reinstatement of attendance privileges:
  - a. Contact and discuss the breaking of the Sportsmanship Policy with the Activities Director or Principal in a timely manner.
  - b. A written apology to all schools involved.
  - c. Contact the Big South Conference Executive Secretary to be and allowed back to activities.
  - d. In the event that the infraction occurred against a Big South Conference school, the individual must contact and apologize to that school (s) to be reinstated.
  - e. In the event that the infraction is against a non-conference school the student must contact a principal to be reinstated.

### **Student Council**

1. Senior High School Student Council (Grades 9-12)

Members are elected toward the end of the previous school year. Each grade level (9-12) will elect 10 representatives. At-large representatives may also be elected later in the school year.

2. Student Representatives

Students, who correspond with agencies outside of this school, signing or stating that they are representatives of Saint Peter High School, must have the authorization of their advisor or from the building principal.

3. Memorials

The senior high student council serves as the school organization that sends memorials on behalf of the senior high school to students and families who have suffered the loss of a family member.

### **CHANGE OF LEVEL OF PLAY OF ATHLETE**

Certain guidelines should be adhered to when considering the change of level of play of an athlete.

1. The coaching staff of that sport shall discuss if the individual athlete is ready for the move to a higher level of competition and whether or not there is a need within the program for such a move.
2. The head coach of that sport shall discuss with the activities director the reasons for wanting to implement such a move and pick up the necessary forms that need to be signed.
3. The head coach shall contact the parent, explain what the move is that they would like to do, and ask if the parent approves the move. If they do not approve, proceed no further.
4. The head coach shall bring the signed paperwork to the activities director for final approval and his signature.

#### **Advantages of changing levels:**

- a. The athlete is challenged to play with and against better competition.
- b. He/she may play for a longer season.
- c. The frustrations an athlete may have due to the disparity in skill level may be minimized.
- d. Athletes will be given an opportunity to advance their skill level in a team sport, just as they can in an individual sport.

#### **Disadvantages of changing levels:**

- a. Parents and athletes of the team in which the athlete is moving to may feel they are being displaced.
- b. Athletes/parents from the team the athlete is leaving and team the athlete is going to, could disagree with the move causing socialization issues in school and the community for the athlete.
- c. Athletes may feel they are not connected to any team.
- d. The team the athlete leaves may lose a role model and an extra teacher to help them develop better skills.



- e. Expectations from coaches, parents, teammates and fans may be greater.
- f. Increased time commitment, more frequent and later home arrivals after games, split shifts in practice, transportation issues, may negatively impact the athlete's school work and the parental responsibilities.
- g. The injury risk factor increases due to increased participation.

**Activities and Organizations**

Football	Volleyball	Golf (Boys and Girls)
Wrestling	Soccer (Boys and Girls)	Tennis (Boys and Girls)
Baseball	Softball	Basketball (Boys and Girls)
Swimming	Gymnastics	Hockey (Boys and Girls)
Speech	Track (Boys and Girls)	First Tech Challenge
Mock Trial	Knowledge Bowl	Cross Country (Boys and Girls)
Adapted Bowling	Math League	National Honor Society
Academic Decathlon	Respecters of Diversity	Ecology Club
Student Council	Theater (Musical, One Act Play, Spring Play)	

**Fees**

Football	\$125	Wrestling	\$125	One Act Play	\$60
Volleyball	\$125	Gymnastics	\$125	Academic Decathlon	\$60
Swimming	\$105	Baseball	\$105	Adapted Bowling	\$60
Soccer	\$105	Softball	\$105	Speech	\$60
Tennis	\$105	Track	\$105	Knowledge Bowl	\$60
Cross Country	\$105	Golf	\$125	Fall Play/Musical	\$60
Basketball	\$125	Mock Trial	\$60	Spring Play	\$60
Hockey (7-12)	\$250	Math League	\$60	First Tech Challenge	\$60

**The activity fee for 7-9 grade participants is \$45 regardless of the level in which they compete (except hockey).**

There is a maximum \$250 fee per season per family (except hockey).

- a. Refunds of fees for activities will be made until halfway through the season for those students who cease to participate in the activity.
- b. There will be no refund of the activity fee in the event a student becomes ineligible to participate as a result of violation of Minnesota State High School League or Saint Peter High School rules and regulations.
- c. Students from families who determine that a fee is prohibitive may make application to the appropriate building level principal for consideration to waive the fee or reduce it to an amount that the family can provide.
- d. A maximum of \$250.00 per family per season has been established to provide for participation by a number of students from a family (except hockey).

**B. Activities Participation Rule**

Students must be in attendance during their afternoon classes, block three and four, in order to participate in any co-curricular activities. This pertains to both practices and events. Special consideration may be given for pre-approved absences. In that event, it is up to the individual student to contact the principal or Activities Director for permission to participate.

C. Award Policy/Awards of Letters

1. Awards

- a. First award earned - certificate and chenille letter.
- b. Succeeding awards earned - certificate.
- c. Members of a South Central Conference Championship Team - certificate.
- d. Awards will be presented to the athlete at the Athletic Banquet at the end of each season.
- e. The participants will be invited to the Banquet if they are in good standing according to the Saint Peter High School Athletic code. Athletes who are invited are varsity letter winners, varsity team members and managers.
- f. Spring sports awards will be announced only at the Athletic Banquet, but the individual coaches at the completion of that spring sport will present the awards.

2. Participation required to qualify for a Saint Peter High School Letter  
(During a complete sport season)

*Football*

- a. Actively participate in one-fourth of the total quarters played by the varsity squad during the regular season, or
- b. By the Coaches and Activities Director's judgment in special cases.

*Basketball*

- a. Actively participate in one-fourth of the total quarters played by the varsity squad during the regular season. Tournament games do not count as a season game, but tournament halves count toward earning a letter, or
- b. By the Coaches and Activities Director's judgment in special cases.

*Wrestling*

- a. Must accumulate 16 letter points. Letter points are awarded based on the result of each participant's varsity match. Ex. 9 points are earned for a fall.
- b. By the Coaches and Activities Director's judgment in special cases.

*Baseball or Softball*

- a. Actively participate in one-fourth of the total innings played by the varsity squad during the regular season, or
- b. By the Coaches and Activities Director's judgment in special cases.

*Track*

- a. Must score points equal to the number of meets in which the varsity team participates during the regular season. These points can be scored during the regular season meets and/or conference and district meets, or
- b. By the Coaches and Activities Director's judgment in special cases.

*Golf*

- a. Perform at the varsity level for at least one half of regularly scheduled meets:
- b. By the Coaches and Activities Director's judgment in special cases.

*Tennis*

- a. Must play one-half of the dual meets during the regular season
- b. Play in conference meet, section or state meet
- c. By the Coaches and Activities Director's judgment in special cases.

*Cross Country*

- a. Perform at the varsity level for at least one half of regularly scheduled meets;
- b. By the coaches and Activities Director's judgment in special cases.

*Hockey*

- a. Must play in one-third of the total periods in the regular season, or
- b. By the Coaches and Activities Director's judgment in special cases.

*Gymnastics*

- a. Must place (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup>) in at least one event. The total times placed by the individual should equal the number of scheduled meets during the regular season
- b. By the Coaches and Activities Director's judgment in special cases.

*Volleyball*

- a. Must play in as many games as there are matches, must have played in three-fourths of the matches, exclusive of tournaments, or
- b. By the Coaches and Activities Director's judgment in special cases.

*Managers*

- a. Must act as manager for two sport seasons, or
- b. By the Coaches and Activities Director's judgment in special cases.

*Swimming*

- a. Score points equal to the number of meets in which the varsity time participates. Points can be earned during regular meets, and/or conference and sectional meets.
- b. By the Coaches and Activities Director's judgment in special cases.

*Soccer*

- a. Participate in 40% of total halves played by the varsity squad during the regular season
- b. By the Coaches and Activities Director's judgment in special cases

*Band*

- a. Four years participation in grade 9 through 12 band
- b. Successful participation (75% of events) in pep and marching band in one school year
- c. Superior rating in a solo/ensemble at the regional music concert
- d. By the Director's and Activities Director's judgment in special cases

*Speech*

- a. Participate in at least 2/3rds of the invitational tournaments
- b. Participate in the subsection tournament if qualified.
- c. Earn a minimum of 25 national Forensic League points
- d. Practice weekly with a Saint Peter High School coach
- e. Pay any invitational fines, if necessary
- f. Coaches reserve the right to award a letter in special circumstances.

*Choir*

- a. Participate in Solo/Ensemble Concert
- b. Be a member of the Chamber Singers
- c. Serve as an officer of the choir
- d. Serve as an accompanist

*Knowledge Bowl*

- a. Attend all meets
- b. Attend 85% of practices
- c. By Advisor and Activities Director's judgment in special cases

*National Honor Society*

- a. Students receive a collar upon graduation for maintaining active status in National Honor Society.

*Mock Trial*

- a. Students need to be involved in two competitions in which they have played one of the following major roles: Attorney, Witness, Plaintiff, Timekeeper.

*Visual Arts*

- a. The visual arts competition is open to high school students in grade 9-12 Competition categories include: Sculpture, Drawing, Painting, Mixed Media, Printed Media.
- b. Participate in the MSHSL contest

*Theater (Fall, Spring, One Act Play)*

- a. Earn 4 Thespian points
- b. State entrant in One Act Play
- c. By play director or Activities Director's judgment in special cases

*Adapted Bowling*

- a. Participant must play an active part on team for two years

*Student Council*

- a. Student council members must be making satisfactory progress toward successfully meeting the requirements to graduate with their class from Saint Peter High School
- b. Representatives must participate in at least eight activities or committees/projects during the school year
- c. Officers must participate in at least five activities or committees/projects during the school year
- d. Members at Large must participate in at least 8 activities or committees/projects during the school year
- e. No student council members may earn more than two units of detention for behavior/attendance (skipping) reason during the semester or more than four units of detention in any quarter for excessive tardiness
- f. No student council member may fail a semester course
- g. No student council member may have more than one unexcused absence from meetings during the school year

*Trap Team*

Team member must be in grades 7-12 at Saint Peter Middle/High School AND meet at least one of the following:

- a. Finish in the top six (6) on the team for any given week's competition.
- b. Finish in the top 20 on the team by average for the season. (Must shoot all competitive weeks)
- c. Be ranked in the top 25 of the conference during any given week's competition within their class/gender.
- d. Place in the top 100 in their class at the State Tournament.
- e. Finish in the Top 100 any given week in the state.
- f. Hit 25 targets consecutively in any competition.
- g. Average 19 or above for the season. (Must shoot all competitive weeks)
- h. Or by the coaches' and the Activities Director's judgment in special cases.

**D. Special Recognition**

The school may hold an assembly to recognize teams or individuals who have participated in state tournaments or meets. Interested community organizations, groups or individuals may participate in this assembly by making such a request to the principal.

**E. Wednesday Night Practice/Rehearsal**

It is the policy of Independent School District 508 not to hold any type of co-curricular activity or practice after 6:00 p.m. on Wednesdays during the school year. If there are any exceptions, the administration will contact the Ministerial Board.

**F. Tournament Attendance Policy**

If Saint Peter High School has a team participating in a State Tournament, the following shall apply:

- a. Team members who are on the official group which represents Saint Peter High School (team members, statisticians, scorers, etc.) will be excused from the attendance policy on all days of the tournament.
- b. Students who are not on the list of representatives to the tournament will be excused from the attendance policy, provided they bring back a ticket stub from the tournament which verifies their attendance and provided that we have a team participating in that specific tournament.
- c. Students will not be excused from the attendance policy if Saint Peter High School does not have a team in competition in the tournament. However, the attendance may be excused by a parent for the absence, but it will still count toward the six-day attendance policy.
- d. Students may be excused from the attendance policy for attendance at only one tournament per school year. If Saint Peter High School has a team in competition at more than one tournament during the school year (example: football in the fall, basketball in the winter, and tennis in the spring) only one state tournament attendance per school year will be excused from the six-day attendance policy.

**G. Activity Tickets**

Activity passes can be purchased in the Activities office. The pass will admit patrons to all activities with the exception of the fall play, section, and state tournaments.

**Minnesota State High School League Rules**

Saint Peter High School Eligibility Information for participants in Minnesota State High School League Activities

**I. RIGHTS AND RESPONSIBILITIES FOR STUDENTS WHO PARTICIPATE IN MINNESOTA STATE HIGH SCHOOL LEAGUE-SPONSORED ACTIVITIES**

- A. Students who participate in Minnesota State High School League activities must abide by the guidelines as published in the Minnesota State High School League eligibility information bulletin in the area of athletics, speech, and music. Students will not be permitted to begin participation until the eligibility bulletin is signed by the parents/guardians and the student.
- B. Students must attend an information session prior to the beginning of the season that addresses rules and the regulations of participation, including the consequences for the use or possession of mood altering chemicals. Although not mandatory, parents/guardians are expected to attend these meetings with their students.
- C. The parent/guardian, by signing the bulletin, agrees to work with the school in monitoring the behavior of their student as it relates to violations of Minnesota State High School League Rules and Regulations.

**II. RULES FOR PARTICIPATION**

Students who participate in Minnesota State High School League activities shall not, at any time, regardless of the quantity:

- A. use, consume, possess, buy, sell, or give away a beverage containing alcohol;
- B. use, consume, possess, buy, sell, or give away tobacco;
- C. use, consume, possess, buy, sell, or give away any other controlled substance (it is not a violation for a student to possess a controlled substance specifically prescribed for the student's own use by her/his doctor); or
- D. use, consume, possess, buy, sell, or give away drug paraphernalia

**III. CATEGORY I ACTIVITIES**

A. Category I activities at Saint Peter High School include athletic and speech activities.

B. Violations

1. First Violation

Penalty: after confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

Penalty: after confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or four (4) weeks, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations

Penalty: after confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or six (6) weeks, whichever is greater, in which the student is a participant.

If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Only the director or a counselor of a chemical dependency treatment center may issue such certification.

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

D. Penalties are Cumulative

Penalties shall be cumulative beginning with and throughout the student's participation on any 7-12 grade team or activity.

Captain Selection:

E. A student who serves a penalty will be ineligible for being a captain for one calendar year including violations committed over the summer months.

F. If a student denies violation of a bylaw, is allowed to participate and is subsequently found guilty of the violation, the student will be disqualified from all interscholastic activities for nine additional weeks beyond the student's original period of ineligibility.

**IV. CATEGORY II ACTIVITIES**

A. Category II activities at Saint Peter High School include band, choir, and drama.

B. Violations

After confirmation of the violation, the student is ineligible to perform at the next regularly scheduled, class-related performance or event (excluding pep band). Penalties shall be cumulative beginning with and throughout the student's participation in a high school activity. *Serving a Category II suspension does not fulfill a Category I suspension. Serving a Category I suspension does not fulfill a Category II suspension.*

**V. GUIDELINES FOR COMPLIANCE WITH MINNESOTA STATE HIGH SCHOOL LEAGUE RULES AND REGULATIONS**

- A. Any and all reported violations of Minnesota State High School League rules and regulations must be reported to the athletic director or building principal. Coaches, directors, or advisors cannot declare a participant ineligible. Coaches, directors, or advisors are directed to inform people who report violations to them to take their allegations to the athletic director.
- B. Participation in co-curricular activities cannot be denied to an eligible student by a coach, director, or advisor.
- C. A coach, director, or advisor who directly witnesses a violation or who has a confession of a violation given to him/her is directed to report such an incident to the athletic director or building level principal.
- D. Coaches, directors, and advisors are expected to know the school policies regarding the evaluation and suspicion of chemical abuse problems.
- E. Coaches, directors, and advisors are expected to act according to their professional judgment at all times.

## **VI. SAINT PETER HIGH SCHOOL CO-CURRICULAR CODE OF CONDUCT**

Students from Saint Peter High School who participate in co-curricular activities sponsored by Saint Peter High School are expected to follow the standards of behavior listed below. Although the standards listed below do not carry a pre-determined ineligibility penalty, the Board of Education, staff, and administration of District 508 believe that students who represent Saint Peter High School have an obligation to meet the standards listed below:

- A. Students are not to involve themselves in behavior that could lead to a criminal charge or court action. Students who are convicted of such a charge during a season of play will have their participation reviewed under the policy stated above; and
  - B. Students are not to involve themselves in activities that result in vandalism to Saint Peter High School or any other school that Saint Peter competes against. Students who are involved in vandalism of Saint Peter High School or any other high school against which Saint Peter competes will have their participation reviewed under the policy stated above.
  - C. Students are not to involve themselves with any behavior or action that reflects negatively upon themselves, their team or group, or their school.
- A student who is under penalty of exclusion, expulsion, or suspension or whose character or conduct violates the Code of Conduct is not in good standing and is ineligible for a period of time as determined by the principal.

### Code of Conduct Review

In addition to the rules and regulations as stated in the Minnesota State High School League eligibility information bulletin, the following procedure for individual student participation shall apply:

- A. In the event a serious problem arises in the areas of academic achievement, behavior, attendance, or citizenship, a staff member may make a request to the principal that the student's participation in that co-curricular activity be reviewed.
- B. Upon receipt of this request from a staff member, the principal will call together the activities director, a school counselor, the staff member who made the request, and the director and/or coach of the co-curricular activity in which the student is involved. The student may be present, with a support person whom she/he chooses.
- C. Following a review of the case, this group will make a recommendation to the high school principal in regard to the continued participation of the student in the co-curricular activity in which she/he is involved.

## VII. TRANSFER STUDENTS

Students who transfer to Saint Peter High School from another school and who wish to participate in Minnesota State High School League-sponsored activities must meet specific eligibility requirements. Transfer students who have questions about this policy are encouraged to contact the high school activities director.

### Section 7: Health and Medication

#### Emergency Care Policy

In the event of an emergency or serious illness, it is the policy of the School District to provide appropriate medical response and to contact the parent/guardian in a timely manner.

In a life-threatening emergency, the school will contact emergency response personnel immediately. The parent/guardian or designated emergency person will be contacted at the same time.

If the situation is not life threatening, but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will transport the student to the Saint Peter Community Hospital for care. The School District will not provide transportation outside of Saint Peter for care. When parents/guardians arrive at the hospital, they will be able to change health care providers if they so desire. It is the responsibility of the parent/guardian to pay any incurred medical expenses.

#### Injuries or Illnesses/Accident Reporting Procedure/Insurance

##### 1. Injuries and Illnesses

- a. Students should notify the nearest teacher in case of injury, illness or emergency.
- b. Students who become ill should go to the principal's office or the nurse's office. Students who become ill while at school should NOT go to the restroom and sit for the class period. Students who do this will be marked as absent unexcused and detention will be assigned.
- c. When they are due in a class, students should report to class and obtain a pass before going to the nurse's office. This applies to all visits to the school nurse *except emergencies*.
- d. Students may not leave the school building for illness without first reporting to the principal's office and obtaining a leave school permit. The nurse or principal's office will telephone the parents/guardians to obtain their permission for the student to leave the building.
- e. Attendance in the nurse's office counts as an absence from class and counts toward the 6-day policy.

##### 2. Accident Reporting Procedure

Students who suffer injuries from any particular accident should report to their teacher or immediate supervisor. If the supervisor is not available, the student should report to the principal's office, at which time the proper action will be taken.

#### Medications

The School District acknowledges that some students may require prescribed and/or non-prescribed medication during the day. Medication will be administered by the school nurse or her/his designee, such as a trained health assistant, a principal, or a teacher.

- A. Prescription and non-prescription medication requires a completed, signed authorization from the student's parent or guardian. The School District may rely on an oral request from the parent



or guardian to administer medication for up to two school days, until written authorization is received.

B. Prescription and non-prescription medication must come to school in the original prescription container. A medication permission form must be completed annually and/or when a change in the prescription occurs.

C. Prescribed medication that is to be taken in school requires a written order from the physician.

D. Medications are generally not to be carried by the student. If an exception is to be made, there must be a written agreement between the School District and the parent. Medications will be left with the appropriate School District representative, except as noted in a written agreement between the School District and the parent. Students are allowed by Minnesota statute to carry inhalers for asthma and epi-pens for allergic reactions.

E. Parents or guardians must notify the school if any change in the student's medication or if the medication is no longer required. For medication dosage changes, the School District must receive written notification from the physician.

F. For drugs or medicine used by children with a disability, administration of medicine may be provided as specified in the individual education plan (IEP).

G. The school nurse, or other designated person, shall be responsible for filling out the medication administration forms in the student's health record section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

### **Physical Examinations**

For the benefit of the individual student and the protection of other students and school personnel, it is the policy of the Saint Peter Public Schools to recommend periodic physical examinations of all students by a licensed physician. The selection of a licensed physician shall be made by the parents or guardians and the examination shall be at their expense.

A. A physical examination is recommended for all students prior to entry into kindergarten.

B. A physical examination is recommended for all students prior to entry into seventh grade.

C. Physical examinations are required prior to participating in interscholastic activities.

1. The first exam must occur prior to participating in activities in grades 7 – 9.

2. The second exam must occur prior to participating in activities in grades 10 – 12.

A student whose parents or guardians object to physical examinations on religious or constitutional grounds shall be exempted from such requirements if a statement signed by the student's parents or guardians requests the exemption and states the ground for the request. A student age 18 or over who objects to physical examinations on religious or constitutional grounds shall be exempted from such requirements by requesting the exemption and stating the grounds for the request in a written statement signed by the student. Exempting a student from the physical examination does not exempt the student from participating in the program of physical education. If such exemption is utilized, the student or parent (depending upon the student's age) shall furnish a written statement to the School District verifying that either the student has no disabilities and can fully participate or, setting forth the disabilities and limitations of the student. These exemptions do not apply to activities governed by the Minnesota State High School League (MSHSL).

## **Section 8: Policy**

### **Anti-Discrimination Policy**

It is the intent of the School Board Policy to comply with federal and state law prohibiting discrimination to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration or selection thereof; whether full-time or part-time, under any educational program or activity operated by the district for which it receives federal financial assistance.

The School District has a written plan to help assure that curriculum and materials, which are used in the district educational program, are designed to ensure that staff and students gain an understanding and appreciation of diverse persons. In addition, special emphasis is placed on understanding the cultural diversity of the United States of America. A complete copy of this plan is on file at the district office.

### **Background Checks**

All employees of Saint Peter Public Schools are required to pass criminal background checks. These checks include the Minnesota Bureau of Criminal Apprehension check and also the nationwide Orange Tree employment screening.

### **Eighteen-Year-Old Student's Rights and Responsibilities**

Students who are 18 years old or older, regardless of adult status granted by state statute, are still obligated to abide by all school district policies and regulations. Eighteen-year-old students may write their own excuses, but it is still at the discretion of a principal or dean as to whether or not the absence or tardiness is excused or unexcused. Eighteen-year-old students will not be permitted to write their own excuses until they have returned an age verification form signed by their parent/guardian. The school may legally share all education information with an eighteen-year-old's parent/guardian.

### **Freedom of Expression**

One of the basic purposes of education is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments. Students do not leave their rights at the schoolhouse door. They have the right to free expression as long as they do not substantially interrupt the educational process.

#### **1. Students Rights**

- a. Students have the right to express personal opinions in student publications and in participating in publishing such publications.
- b. Students may not be required to participate in patriotic exercises.
- c. Students may wear distinctive insignias, such as buttons and armbands, so long as they do not substantially interfere with the educational process. This freedom shall not interfere with the freedom of others to express themselves.

#### **2. School Publications**

A student publication is designed to serve as a vehicle for instruction and is, in addition, a means of communication. The student publication staff produces it with input from the student body and counsel from the publications advisor.

A school publication can best function when it provides a full opportunity for students to inquire, question and exchange ideas. Articles should reflect all areas of student interest, including topics about which there may be dissent and controversy. It is the intent of the board that students be provided with avenues for the

research of ideas and causes of interest to them and be allowed to express their opinions. Controversial subjects should be presented with consideration for a variety of viewpoints. Nothing in this policy is intended to allow censoring of any article merely because it is controversial or because it criticizes a particular school, a school procedure, school administrators, teachers, or the school system itself.

### 3. Student Right to Petition

Students shall retain the right of petition within the school system. The issued petition and the signatures attached shall be presented to the principal, who will study and act upon the petition.

## **Student Assistance Program**

The School District recognizes that there is a responsibility shared among parents/guardians, community members, and professional school staff for the educational development of students. Whenever student behaviors or physical appearances indicate potentially serious problems which adversely affect educational growth or negatively influence the educational climate, it becomes the responsibility of the school to provide assistance.

The state of Minnesota has mandated by law that professional educators who have knowledge or reasonable cause to believe a student is being neglected or physically/sexually abused, shall report such information immediately to the appropriate authorities.

- A. Child abuse or neglect and chemical abuse may be revealed by a variety of symptoms in school, such as absenteeism or truancy, inability to concentrate on tasks, low achievement, or signs of excessive aggression.
- B. No student with chemical dependency, mental or physical problems, or serious personal problems, will have his/her student status affected for seeking and/or accepting diagnosis and treatment. If the student refuses to accept assistance or continually does not respond to treatment, or if significant indications of chemical abuse or other problems persist Policy 007.2 (Student Conduct) will be implemented.

The professional staff of each building or division in the School District shall establish a Student Assistance Team (SAT), which shall consist of the building principal, the school nurse, the school social worker or counselor, and two professional staff members appointed by the principal. This team will make supportive consultation and technical assistance available to the employee making the referral. In the case of a concern of probable child abuse or neglect, the staff member with the knowledge of the incident is responsible for making the report to the police or county officials. The staff member should consult with either the School Social Worker or the School Counselor for assistance in making the report to the proper agency. In the case of chemical abuse, the team, along with the referring employee, will decide if further intervention is warranted.

## **Student Records**

- 1. It is the policy of the Saint Peter Public Schools to release school records to a new school that a Saint Peter student attends. Records to be released include:
  - a. health record;
  - b. A transcript, which includes grades, attendance, and standard group test scores;
  - c. Special education records, including the current I.E.P., individual testing results (psychological, achievement, speech and language, adaptive, behavioral and emotional, along with social history information); and,
  - d. Personal career file.
- 2. Student Rights
  - a. All student records shall be confidential.

- b. Student records will be released to other schools, agencies, or persons without signed parent/guardian or student agreement to release these records.
- c. School records shall be available to any student or parent/guardian of a child under 18.
- d. Access to records will not be denied because of failure to pay fees such as book fines.

### 3. Directory Information

Whereas ISD 508 has occasion to release such information, it shall be the policy of ISD 508 to designate the following personally identifiable information contained in a student's education record as "directory information" and it will disclose that information without prior written consent:

- a. The student's name;
- b. The student's grade level;
- c. The student's weight and height, if a member of an athletic team; and
- d. Pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.

Parents or guardians of a student or an eligible student (student who is 18 years of age or older or a student attending as post-secondary school) shall be given public notice of this policy on an annual basis and informed of a date by which they may object to the disclosure of such information. Upon notification to the district on a form provided by the school district, such information pertaining to the student shall not be released without prior permission of the parent, guardian, or eligible student.

### 4. Objection to Disclosure

Parents or guardians of a student or an eligible student (student who is 18 years of age or older or a student attending a post-secondary school) may object to the disclosure of such information. Upon notification to the district on a form provided by the school district, such information pertaining to the student shall not be released without prior permission of the parent, guardian, or eligible student. Please notify the high school office before October 1 if you desire information not to be released.

### 5. Yearbook Information

Students who do not wish to have their picture in the yearbook should inform the Peterian advisor as soon as possible.

## APPENDIX A

### MINNESOTA OPTIONS PROGRAM

**SCHOOL DISTRICT ENROLLMENT OPTIONS OR OPEN ENROLLMENT** permits kindergarten through twelfth grade students to apply to attend a school outside the district in which they live. The nonresident district must receive applications before January 1 for enrollment the following fall. Accepted students must agree to attend the new district for one full year. School districts with desegregation plans require that applications be sent to the home district first for approval to leave, before it is sent onto the nonresident district.

POSTSECONDARY ENROLLMENT OPTIONS allows eligible 11th and 12th graders to attend, full or part-time, a technical college, a community college, a private, liberal college or university, or any of the state universities for high school credit. Students must meet the requirements of that postsecondary institution and courses taken must meet graduation requirements.

HIGH SCHOOL GRADUATION INCENTIVES program is designed to encourage learners who are having difficulty in school or who have dropped out of school to complete their high school credits in alternative settings. Qualifying students may attend another traditional high school inside or outside their district, an Area Learning Center, an Alternative School or Program, or a nonpublic, nonsectarian school has been contracted by a district to provide educational services.

DIPLOMA OPPORTUNITIES FOR ADULTS AGED 21 AND OVER provides similar options for qualifying adults who wish to finish high school.

AREA LEARNING CENTERS provide year-round education toward a high school diploma for students 13 years of age through adult on a full or part-time basis. Students develop, with an instructor, a learning plan, which best fits their course needs and learning style.

EDUCATION PROGRAMS FOR MINOR PARENTS AND PREGNANT MINORS are designed to ensure that teens, who are parents or pregnant, complete their high school education. When requested, educational programs, which fit the needs of the individual, must be made available, by the school district, along with any necessary supportive services.

## **APPENDIX B**

### **WEAPONS POLICY**

#### **I. GENERAL STATEMENT OF POLICY**

The School District has a no-tolerance policy regarding weapons. Weapons include all Category I and Category II weapons as defined below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone. An exception can be made for educational purposes and must be authorized in advance by the building principal or designee. Anyone possessing a weapon in any school environment or school zone before, during, or after school hours is subject to administrative and/or legal action.

#### **II. SCHOOL ENVIRONMENTS/SCHOOL ZONE**

School environments include, but are not limited to, district-owned buildings and properties as well as leased or rented facilities, field trips, rented or owned school vehicles and school buses, and school bus stops. The school zone includes all areas within 300 feet of school property.

#### **III. POSSESSION**

Students, non-students, employees, and other adults, are forbidden to knowingly or voluntarily possess on their person, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in a school environment or zone.

#### **IV. REPORTING**

Students or staff who see or become aware of a weapon in a school environment or zone must not touch it or remain in the presence of a person or group possessing a weapon. Students must notify an adult immediately. Staff must notify the principal immediately.

#### **V. CATEGORY I VIOLATIONS**

##### **A. Category I weapons include:**

1. All firearms, whether loaded or unloaded;
2. Other guns of all types, including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others;
3. Knives, switchblades or automatically opening blades, daggers, swords, razors;
4. Artificial knuckles or other objects designed to be worn over the fist or knuckles;
5. Blackjacks, clubs, numchucks, or throwing stars;
6. Explosives;
7. Poisons, chemicals, or substances capable of causing bodily harm;
8. Bow and arrows or slingshots; and
9. Any other device or instrument used to intimidate, threaten, or inflict harm.

##### **B. Category I Weapon Violations by Students**

The procedure for all Category I weapon violations is:

1. Confiscation of the weapon;
2. Notification of the Superintendent or designees;
3. An administrative hearing with the student which will include:
  - a. Notification of parent/guardian;
  - b. Initial suspension from school for up to five days; and
  - c. Notification of police with recommendation to charge.

4. Recommendation to the superintendent regarding expulsion.
5. Expulsion from school for a period of not less than one year.

C. Category I Violation by Other Youths or Adults, Including Employees

1. The police will be contacted when any person, other than a student, violates this policy. School District employees will also be subject to District disciplinary action.

## **VI. CATEGORY II VIOLATIONS**

### **A. Category II Weapons**

The School District recognizes that some objects are questionable regarding whether they are weapons and whether the presence of the object requires activation and enforcement of this policy. Principals and other District employees shall use discretion when determining whether the object constitutes a weapon. Such objects may include, but are not limited to:

1. Small pocket knives or razor blades;
2. Fireworks, firecrackers, or smoke bombs;
3. Throwing darts;
4. Nuisance items or toys;
5. Unauthorized tools; and
6. Mace.

### **B. Category II Weapon Violation by Students**

The procedure for Category II weapon violations is:

1. Confiscation of the weapon;
2. Notification of parent/guardian;
3. An administrative hearing with the student, which may include:
  - a. Initial suspension from school for up to five days;
  - b. Recommendation to the Superintendent regarding expulsion; and
  - c. Notification of police.

### **C. Category II Weapon Violations by Other Youths and Adults, Including Employees**

1. The police will be contacted when any person, other than a student, violates this policy. School District employees will also be subject to District disciplinary action.

## **VII. ADMINISTRATIVE DISCRETION REGARDING POSSESSION**

- A. A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon to the principal's office shall not be considered in possession of a weapon.
- B. On very rare occasions, a weapon is inadvertently brought onto school property or is in one's possession. If such an occasion is clearly the case, the building principal, after a thorough investigation, may use discretion in determining the appropriateness of applying "Category II" consequences for a "Category I" violation (other than firearms).

## **VIII. AUTHORIZED INSTRUMENTAL AND WORK-RELATED EQUIPMENT AND TOOLS**

This policy is not meant to interfere with instruction in use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools

are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

## **IX. EXCEPTIONS**

A. This policy provides for the following exceptions:

1. Licensed peace officers, military personnel, or students participating in military training who are performing duties;
2. School-District approved firearm safety courses or similar activities conducted on school property;
3. School-District approved possession and use of dangerous weapons by ceremonial color guard;
4. School-District approved possession and use of starter guns for athletic contests; and
5. Possession of dangerous weapons with prior written permission of the building principal.

B. Students with Disabilities

1. All students, regardless of disability, will be suspended from school for one to five days, pending further investigation of a weapons policy violation.
2. If the alleged violator is "a student with a disability" pursuant to Minnesota and federal law, special due process procedures will be implemented. Within five days of a suspension, a team meeting shall occur. The team shall determine whether the weapons policy violation is related to the disability.
3. If the team determines that the misconduct is unrelated to the student's disability, the student will be disciplined in the same manner as students without disabilities. The disabled student who violates this weapons policy will not be expelled if the assessment team determines that the misconduct is related to the student's disability.
4. If the violation resulted from the student's disability and the student commits a second violation, the District may expel the student in the event that that student's parents/guardians do not consent to a more restrictive placement.



APPENDIX C

SAINT PETER PUBLIC SCHOOL

417 CHEMICAL USE AND ABUSE

***[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]***

**I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

**II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
  
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
  
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
  
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.
  
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

***[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]***

### III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without a compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### IV. STUDENTS

- A. Instruction
  - 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

***[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]***

- 2. Each school shall have age-appropriate and developmentally based activities

that:

- a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
  4. Each school shall disseminate drug and violence prevention information within the school and to the community.
  5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
  6. Each school shall have drug and violence prevention activities that may include the following:
    - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
    - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
    - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
    - d. Counseling, mentoring, referral services, and other student assistance

practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.

- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
  - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the

behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

- b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
  - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
  - a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and
  - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

**V. EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
  1. The dangers and health risks of chemical abuse in the workplace/school.
  2. The school district's drug-free workplace/drug-free school policy.
  3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
  4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

**[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. § 8103.]**

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 138.163 (Records Management Act)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

## **418 DRUG-FREE WORKPLACE / DRUG-FREE SCHOOL**

***[Note: School districts are required by statute to have a policy addressing these issues.]***

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

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

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school, or in any other school location, is prohibited as a general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.

- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### III. **DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### IV. **EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a



(experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

## V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.

**[Note: School districts are required by Minn. Stat. § 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures."]**

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

**[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 U.S.C. § 8103; 34 C.F.R. Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]**

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. §

624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. ENFORCEMENT**

### **A. Students**

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### **B. Employees**

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

### **C. The Public**

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

#### **419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

**[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minn. Stat. § 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]**

##### **I. PURPOSE**

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

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

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or

secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

**[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]**

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

### **III. DEFINITIONS**

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product."

#### **IV. EXCEPTIONS**

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

#### **V. VAPING PREVENTION INSTRUCTION**

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

**[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]**

#### **VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.

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

**VII. DISSEMINATION OF POLICY**

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

**Legal References:** Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)  
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

**DO WE keep anything in section below**  
**DRUG/ALCOHOL AND ASSAULT POLICY**

**I. GENERAL STATEMENT OF POLICY**

Students are forbidden to knowingly or voluntarily possess, sell, use, or distribute illegal drugs/alcohol or tobacco on school grounds or at school-sponsored activities. School grounds include 300 feet surrounding any immediate school building.

**II. PROCEDURES FOR TOBACCO OFFENSES**

The procedure used for dealing with student tobacco offenses will be as follows:

- A. Notification of the parent/guardian;
- B. Minors will automatically be referred to the police for charges to be filed when the student is found smoking or possessing tobacco, or when distributing tobacco in school or at school-sponsored activities.
- C. Students will be sent home for the remainder of the school day.
- D. Smoking violations will result in the student's loss of Commons privileges for the entire year.
- E. Minnesota State High School League rules will apply to all tobacco-related violations. These consequences will be handled by the school's Activities Director.
- F. The school nurse will be directed to meet with the student to discuss the health implications of tobacco use.
- G. The tobacco product will be confiscated.

**III. PROCEDURES FOR DRUG/ALCOHOL OFFENSES**

The procedure used for dealing with student drug/alcohol offenses will be as follows:

- A. Notification of the parent/guardian
- B. Students will automatically be referred to the police for charges to be filed when the student voluntarily possesses, sells, uses, or distributes illegal drugs/alcohol on school grounds;
- C. An administrative hearing will be held with the student, which will include:
  - 1. An initial suspension from school for up to five days; and
  - 2. Consideration of whether a recommendation should be made to the Superintendent to expel the student.
- D. Drug/alcohol violations will result in the student's loss of Commons privileges for the entire year;
- E. The activities director will apply all Minnesota State High School League Rules;
- F. A school social worker or counselor will be directed to meet with the student to discuss the health implications of drug/alcohol use; and
- G. All illegal drugs/alcohol will be confiscated.

**IV. GENERAL STATEMENT OF POLICY**

Students are forbidden to threaten bodily harm or death to other persons. While on school grounds or at school activities, students are forbidden to engage in fighting with another person or persons.

**V. ASSAULT OR FIGHTING**

Assault or fighting consists of aggressive, violent behavior by two or more individuals with the intent of inflicting physical harm upon one another and shall be differentiated from poking, pushing, shoving or scuffling. The disciplinary procedure for fighting will include:

1. Notification of parent/guardian; and
2. An administrative hearing held with the student, which may result in:
  - a. Assignment of after-school detention;
  - b. Assignment of in-school detention;
  - c. Suspension from school for up to five days; and /or
  - d. Involvement of police.

## **VI. VERBAL ASSAULT**

Verbal assault shall be defined as abusive, threatening, profane, or obscene language, either oral or written. It includes conduct that degrades people because of their race, religion, ethnic background, or physical or mental disability. The disciplinary procedure for verbal assault (threats) will include notification of parent/guardian and an administrative hearing held with the student. Consequences may include detention, suspension from school for up to five days and/or the involvement of police.

## **APPENDIX D**

### **HARASSMENT AND VIOLENCE POLICY**

#### **005. PERSONNEL**

##### **005.4 Board of Education Policy Prohibiting Harassment and Violence**

#### **I. GENERAL STATEMENT OF POLICY**

It is the policy of the School District to maintain a learning and working environment that is free from harassment and violence by:

- A. Prohibiting any form of harassment or violence;
- B. Affirming the rights of individuals to be themselves; and
- C. Creating and maintaining a physically and psychologically safe and respectful environment where learning, growth, and self-esteem can be attained by everyone.

It will be the responsibility of all professional employees of the School District to take appropriate action against any form of harassment or violence. The School District will act to take appropriate action or discipline when this policy has been violated.

It shall be a violation of this policy for any administrator, teacher, student, or other school district personnel to harass, to inflict, threaten to inflict or attempt to inflict violence upon any student, teacher, administrator, or other school personnel.

#### **II. DEFINITIONS**

- A. **SCHOOL DISTRICT PERSONNEL:** School District personnel include Board of Education members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the School District.



- B. PROFESSIONAL EMPLOYEES: Professional employees of the district include teachers, administrators and any other persons charged with the supervision of students.
- C. HARASSMENT: Harassment shall be defined as physical or verbal conduct that has the purpose or effect of:
  - 1. creating an intimidating, hostile or offensive working or academic environment;
  - 2. substantially or unreasonably interfering with an individual's work or academic performance; or
  - 3. adversely affecting an individual's employment or academic opportunities.
- D. VIOLENCE: Violence shall be defined as:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.

This does not include necessary restraint of a student by teachers, administrators, or other School District personnel to avoid physical harm to persons or property.

- E. SEXUAL HARASSMENT: Sexual harassment shall be defined as:
  - 1. unwelcome sexual advances;
  - 2. unwelcome pressure for sexual favors;
  - 3. sexually motivated physical conduct or other verbal or physical conduct; or
  - 4. communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
    - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
    - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- 1. unwelcome verbal harassment or abuse;
  - 2. unwelcome behavior or words directed at an individual because of gender;
  - 3. unwelcome pressure for sexual favors;
  - 4. unwelcome sexual or inappropriate patting, pinching, or physical contact. (This does not include necessary restraint of a student by teachers, administrators, or other School District personnel to avoid physical harm to persons or property.);
  - 5. unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment, or educational status; or
  - 6. unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
- F. RACIAL HARASSMENT: Racial harassment shall be defined as physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of:
    - 1. creating an intimidating, hostile, or offensive working or academic environment;
    - 2. substantially or unreasonably interfering with an individual's work or academic performance; or
    - 3. adversely affecting an individual's employment or academic opportunities.

- G. RELIGIOUS HARASSMENT: Religious harassment shall be defined as physical or verbal conduct which is related to an individual's religion when the conduct has the purpose or effect of:
  1. creating an intimidating, hostile, or offensive working or academic environment;
  2. substantially or unreasonably interfering with an individual's work or academic performance; or
  3. adversely affecting an individual's employment or academic opportunities.
  
- H. SEXUAL VIOLENCE: Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch another person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas.
 

Sexual violence may include, but is not limited to:

  1. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  2. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  3. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
  
- I. RACIAL VIOLENCE: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
  
- J. RELIGIOUS VIOLENCE: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
  
- K. Immediately: As soon as possible, but in no event longer than 24 hours.

### III. REPORTING PROCEDURES

The Board of Education hereby designates the Human Rights Officer to oversee the actions taken in response to reports or complaints of harassment or violence. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers.

Submission of a good faith complaint or report of harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

Use of a formal reporting form is not mandatory.

In a formal investigation, the School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

**NOTHING IN THIS POLICY SHALL PREVENT ANY PERSON FROM REPORTING HARASSMENT OR VIOLENCE DIRECTLY TO THE DISTRICT HUMAN RIGHTS SUPERVISOR OR TO THE SUPERINTENDENT.**

#### I. REPORTS OR COMPLAINTS AGAINST DISTRICT PROFESSIONALS OR PERSONNEL

- A. REPORTING PROCEDURES: Any person who believes he or she has been the target or victim of harassment or violence by an administrator, teacher, or other School personnel of the School District, or any person with knowledge or belief of conduct which may constitute harassment or violence toward a student,

teacher, administrator, or other School Personnel should report the alleged acts immediately to the appropriate building principal, the School District Human Rights Officer, or the Superintendent. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

In each School District building, the building principal is the person responsible for receiving and investigating oral or written reports of harassment or violence at the building level. Any adult School District personnel who receives a report of harassment or violence by an administrator, teacher or other School District personnel shall inform the building principal immediately. The School District encourages the reporting party or complainant to use the report form that can be obtained from the principal of each building or from the School District office. Oral reports shall be considered complaints as well. The building principal may request, but may not insist upon, a written complaint. 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 primary contact on policy and procedural matters.

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

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately without screening and prior to investigating the report. A written statement of the alleged facts will be forwarded as soon as practical by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights supervisor. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

False accusations or reports of violence or harassment against another person are prohibited.

A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures as outlined in the student handbook.

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

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

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

- B. INVESTIGATION: By authority of the School District, the Human Rights Officer, -within three days of the receipt of a report or complaint alleging harassment or violence, shall undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods and documents that may provide pertinent information to the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Conduct that constitutes harassment or violence of a sexual, racial or religious nature shall be considered most seriously. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the target or victim, complainants, teachers, administrators, or other School District personnel pending completion of an investigation of alleged harassment or violence.

The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the decision of discipline or other remedial responses.

The investigation will be completed as soon as practical. The School District investigator shall make a written report to the Superintendent and the Human Rights Officer upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the Board of Education. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

- C. SCHOOL DISTRICT ACTION: Upon receipt of a written report after the completion of an investigation, the School District will take appropriate action. Such action may include but is not limited to, warning, suspension, transfer, restitution, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School District action taken from violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and School District policies.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **V. REPORTS OR COMPLAINTS AGAINST STUDENTS**

It is the philosophy of the School District that students are in school to be educated. Therefore, any behavior that alters the effectiveness of the learning environment will be addressed and corrected. Additionally, students who behave in ways that intimidate, offend or cause discomfort for other students or adults will first be educated regarding more appropriate and respectful behaviors.

Students will be disciplined for harassing or violent behavior when they have not responded to efforts to educate them or when the behavior is serious enough to endanger the safety of others.

All School District professionals and personnel are responsible for the enforcement of this policy. Teachers and teacher assistants will address behavior by students that is harassing or violent as such behavior is observed. Students who do not respond to teacher intervention will be referred to the building principal for further intervention. Corrective action taken at the building level may include, but is not limited to, referral to the peer-mediating program, a conflict resolution or other counseling session with a School District counselor or social worker, restitution, community service opportunities in the school, a written problem solving paper, a conference with the student's parent(s)/guardian(s), and a warning conference with the student. Disciplinary action for severe behavior may include any of the above, as well as suspension, exclusion, expulsion, and a report to law enforcement. Harassment that is sexual, religious, or racial in nature, and any form of physical violence will be treated as serious behavior.

Building principals must maintain written records of interventions attempted to correct harassing and violent behavior. These records will be available to, and reviewed by, the School District Human Rights Officer on a regular basis.

Nothing in this policy, or any action by any School District professionals or personnel shall discourage or prevent any student from filing a written complaint of harassment or violence with the building principal, the School District Human Rights Officer, or the Superintendent. Complaint forms will be available to all students from the principal of each building and the School District office. A copy of all written complaints must be sent immediately to the School District Human Rights Officer, and an investigation by the building principal must commence within one school day of receipt of the complaint. The building principal will forward to the Superintendent and the Human Rights Officer a written statement of findings and action taken when such investigation is complete.

## **VI. RETALIATION OR REPRISAL**

The School District will discipline or take appropriate action against any administrator, teacher, or other School District personnel who retaliates against any person who reports alleged harassment or violence of any person who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VII. RIGHT TO ALTERNATE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

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

Under certain circumstances, alleged harassment or violence may also be classified as abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute, Section 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence, or abuse.

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

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

Reviewed: 12/1999  
              06/2004  
              11/2012

First Reading: August 24, 2015  
Adopted: September 21, 2015

## **APPENDIX E**

### **BOMBS AND BOMB THREATS POLICY**

#### **I. Instructions for Receiver of a Call**

Schools have been primary "targets" of bomb threats particularly on a seasonal basis (Spring and Fall).

However, there have also been documented cases where actual bombs have been found and/or detonated.

Bomb threats should be taken seriously.

1. A person receiving a bomb threat should try to attract someone else's attention (without tipping off the call) in an attempt to have the call traced. (Note: office staff are most likely to receive such a call and should be familiar with the process for tracing a call).

2. Obtain as much information as possible, i.e., the time set for the explosion, the exact location of the bomb, the type of explosive device and what it looks like; and, why the bomb was placed in the school. Justify your request for more data by expressing a desire to save the lives of innocent people. Pay particular attention to any strange or unusual background noises and the voice of the caller.

3. Immediately notify the building administrators and the superintendent of school. A decision will be made on whether or not to evacuate the building. It is not recommended that school evacuation be made in all cases; however, circumstances will vary in each incident.

4. On request of building administrators or superintendent, call the police department (931-1550) and/or sheriff's department (931-1570).

II. Building Administrators or Designee's Responsibilities

1. Check the receiver of the call for authenticity and other pertinent information.
2. Report to the emergency command center.
3. Call the police and/or sheriff's office, if not already done.
4. Evaluate the bomb threat and determine the course of action that will be taken from the emergency command center.
  - a. Deploy search teams from the command center to search the outside and inside of the building.
  - b. Alert all staff members to conduct a search of their classroom, office or work area and report any unusual conditions.
5. Meet with the law enforcement officials regarding search and further procedures.
6. Handle all inquiries from the news media.
7. Follow the administrative rules for bomb threat procedures.

IF STUDENTS ARE AWARE OF WEAPONS, BOMBS OR OTHER DANGEROUS DEVICES ON SCHOOL PROPERTY OR THREATENED TO BE BROUGHT ONTO SCHOOL PROPERTY, THEY SHOULD IMMEDIATELY NOTIFY AN ADULT.

III. Evacuation of the Building

1. If the building is to be evacuated in response to a bomb threat:
  - a. Notify the police department immediately.
  - b. Evacuate the building immediately with everyone going at least 500 feet from the building (175 paces).

**School should not be canceled or students sent home.**

- c. Teachers will make a visual check of their classrooms, as they evacuate, reporting anything unusual to the police.

**DO NOT TOUCH ANYTHING SUSPICIOUS.**

- d. Teachers, aides, nurses will be responsible for persons in rooms at time of evacuation.
  - e. Teachers will take their class roll once evacuated. Teachers who do not have classes should make certain everyone is at least 500 feet from the building.
2. Building administrators or custodians make a visual check for persons still in the building.
3. Do not reenter the building or an area of the building unless cleared by the police department. If requested by the police department, the head building supervisor, and a building designee, should conduct a visual search of the interior and exterior of the building.
4. If the evacuation is for the remainder of the school day, move students a safe distance from the building. Activate a plan to move the students to a secure area. Students will be dismissed or transported from this area.
5. Secure all doors.
6. If the building is NOT to be evacuated in response to a bomb threat, as a minimum, follow instruction #4 above.

IV. Responsibilities of Faculty and Staff

1. Make a visual check of classroom, offices or work areas. Report anything unusual to the principal. DO NOT TOUCH ANYTHING.
2. If evacuation is necessary, follow the fire drill evacuation to at least 500 feet (175 paces) from the building.

3. Staff who have rooms that have outside doors should check to see that they are locked before evacuating the building.
4. Do not enter the building until told to do so by the building administrator or designee.

## **APPENDIX F**

### **SOCIAL SECURITY NUMBERS FOR STATE REPORTING**

All Minnesota school districts are a part of a statewide computer reporting system, which uses the student social security number to record information about your child. This information is, in turn, provided to the Minnesota Department of Education. This Department is required by law to collect and store information about each pupil, each staff member, and each educational program\*\*. Therefore, we ask that you, the parent, provide your child's social security number although you are not legally required to do so.

The Department of Education uses this information to determine how much money the school district receives from the state and federal government. This information is also used to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs.

Your child's school district will share this information with the Department of Education. The Department of Education will share the information with the Department of Human Services to allocate additional funding and improve instruction.

As a parent, you do not have to provide your child's social security number. If you choose not to provide the number, the school district staff might need to submit another type of report to receive money distributed by the state or federal government.

\*\*Minnesota Statutes Sections 121.932 and 124.17.

## **APPENDIX G**

### **HAZING POLICY**

#### **I. PURPOSE**

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

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

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the School District shall plan, direct, encourage, aid, or engage in hazing.



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

### **III. DEFINITIONS**

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

### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing is encouraged to report the alleged acts immediately to an appropriate School District official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report directly to a School District human rights officer or to the Superintendent.
- C. Teachers, administrators, volunteers, contractors, and other employees of the School District shall be particularly alert to possible situations, circumstances, or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant's or reporter's future employment, grades, or work assignments.

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

- A. Upon receipt of a complaint or report of hazing, the School District shall undertake or authorize an investigation by School District officials or a third party designated by the School District.
- B. The School District may take immediate steps, at its discretion, to protect the complainant, report, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the School District will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Fair Dismissal Act, School District policies and regulations.

## **VI. REPRISAL**

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

## **VII. DISSEMINATION OF POLICY**

This policy shall appear in each school's student handbook and in each school's staff handbook.

## **APPENDIX H**

### **ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET**

#### **Acceptable Use of the School District Computer Network**

##### **Rules and Regulations**

The following information outlines the rules and regulations related to Board of Education Policy 006.14 Acceptable Use and Internet Policy.

Despite its enormous educational potential, the Internet also contains the potential for abuse. Saint Peter Public Schools is not responsible for ensuring the accuracy or usability of any information found on external networks. For safety purposes, Saint Peter Public Schools employs both an Internet filter and firewall, and maintains compliance with CIPA (Children's Internet Protection Act).

The Board of Education expects all students to abide by the Acceptable Use Procedures of Saint Peter Public Schools. Failure to follow the guidelines may result in disciplinary action.

#### **A. Limited Educational Purpose**

1. The Saint Peter Public Schools computer network has not been established as a public access service and is not an "open" or "limited open" forum. The term "educational purpose" includes but is not limited to information management, classroom activities, media center projects, research, career development, and limited curriculum-related work on an individual student basis.
2. Saint Peter Public Schools has the right to place reasonable restrictions on the material accessed or posted through the system. Students are expected to follow the rules set forth by the district and the law when using the Saint Peter Public Schools computer network.
3. Students may not use the Saint Peter Public Schools computer network for commercial purposes. This means products or services may not be offered, provided, or purchased through the Saint Peter Public Schools computer network.
4. The Saint Peter Public Schools computer network may not be used for political lobbying. It may be used to communicate with elected representatives and to express opinions to them on political issues.

## **B. Internet Access**

1. Students shall have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Parent(s)/guardian(s) are given the opportunity to determine their child's access to the Internet when they enter the public school system, and in Grades 3 and 7. Students and their parent(s)/guardian(s) must sign an Acceptable Use Consent Form to be granted access to the Internet. Parent(s)/guardian(s) can withdraw their approval at any time.
3. The use of the school district system and access to use of the Internet is a privilege, not a right. The school district reserves the right to limit or remove any user's access to the school district's computer system, equipment and Internet access at any time for any reason.

## **C. Unacceptable Uses**

### **1. Personal Safety**

- a. Students shall not post personal contact information about themselves or other people on the Internet. Personal contact information could include, but is not limited to, student's or employee's home address or telephone number, a student's school address, and an employee's work address. It is not a violation of this policy to include the school's return address on outgoing email communications.
- b. Students shall not agree to meet with someone met on-line without parent's approval.
- c. Students shall promptly disclose to their teacher or other school employee any message received that is inappropriate or causes discomfort.

### **2. Illegal Activities**

- a. Students shall not attempt to gain unauthorized access to Saint Peter Public Schools computer network or to any other computer system through Saint Peter Public Schools computer network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. Students shall not use the Saint Peter Public Schools computer network system to engage in any illegal act, such as arranging for the sale or use of drugs or alcohol; that facilitate criminal gang activity; that facilitate gambling; or that violate any local, state or federal statute.
- d. Students shall not use the Internet or the district's computer network to harass or threaten the safety of others.
- e. Students shall not misuse the computer equipment or network, to include but not exclusive of, deletion or violation of password-protected information, computer programs, data, password or system files; inappropriate access of files, directories, Internet sites; deliberate contamination of the system, unethical use of information, or violation of copyright laws is prohibited.

### **3. System Security**

- a. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts.
  - b. Students shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems, because this may be construed as an illegal attempt to gain access. Under no conditions should students provide other students with their password.

- c. Students who gain access to teacher computer files, directory, programs, and website without permission from the teacher will be subject to disciplinary action.
- d. The district will assign specific staff with security, management, and account responsibilities associated with the district's Internet resources and network accounts.
- e. Tampering with the district's computer security system, and/or applications, and/or documents, and/or equipment, will be considered vandalism, destruction, and defacement of school property. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and/or student's parent or guardian.

#### **4. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Students shall not post information that could cause damage or a danger of disruption.
- d. Students shall not engage in personal attacks, including prejudicial or discriminatory attacks, based on a person's race, gender, sexual orientation, religion, national origin, or disability, or engage in any other harassment or discrimination prohibited by school district policy or by law.
- e. Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students or staff are told by a person to stop sending them messages, they must stop.
- f. Students shall not knowingly or recklessly post false or defamatory information about a person or organization.

#### **5. Respect for Privacy**

- a. Students shall not re-post a message that was sent to them privately without written permission of the person who sent them the message.
- b. Students shall not post private information about another person on the Internet.

#### **6. Respecting Resource Limits**

- a. Students shall use the system only for educational and career development activities and limited curriculum-related work on an individual student basis.
- b. Students will have access to limited space on the school's computer server. Users are responsible for making back-up copies of the documents and files that are critical to their use.
- c. Students shall not deliberately or knowingly delete another student's file.
- d. Students and employees shall only use software that is supplied by the school district.
- e. Students shall not install hardware or software on the school district's computer system without the permission of the technology coordinator.

#### **7. Plagiarism and Copyright Infringement**

- a. Students shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Students shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. If students are unsure whether or not work can be used, request permission from the copyright owner. Copyright law can be very confusing; ask media specialists for guidance as needed.

#### **8. Access to Inappropriate Materials**

- a. Students shall not use the Saint Peter Public Schools computer network to access material that is profane or obscene (pornography), contains viruses, network hacking programs, or similar

- programs that advocate illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If students mistakenly access inappropriate information, they should immediately inform their teacher, media specialist, or another district employee. This will protect them against claims that they have intentionally violated this policy.
  - c. Parent(s)/guardian(s) should instruct students if there is additional material that they think it would be inappropriate for them to access. The district expects that students follow their parent's instructions in this matter.
  - d. Educators will monitor student use of the Internet in schools and will take reasonable measures to prevent access by students to inappropriate materials on the Internet and World Wide Web and restrict access to materials harmful to students.
  - e. The district may monitor the online activities of students, and operate technology protection measures (filtering/blocking devices or software) on all computers on the district's computer network as required by law. The filtering/blocking software will attempt to protect against access to visual depictions that are obscene, harmful to students, and child pornography, as required by law. Invasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a violation of the Acceptable Use Policy.
  - f. Students have access to laptop computers for overnight use. When connecting to the Internet, our firewall does **NOT** filter inappropriate content off the school network. Parents may restrict students from having access to a laptop computer for overnight use by informing the Media Center.

#### **D. Disciplinary Action**

The school district may take disciplinary action when a student violates any portion of the Acceptable Use Policy. Disciplinary action may include, but it is not limited to:

- Meeting with the Technology Coordinator, Media Center Specialist or Principal;
- Detention/School-After-Hours;
- Loss of school privileges;
- Parent/Guardian conference with school staff;
- Modified school programs;
- Removal from class;
- Co-curricular ineligibility;
- Suspension;
- Exclusion;
- Expulsion.

## **E. Student Rights and Responsibilities**

### **1. Free Speech**

Student right to free speech is set forth in School Board Policy 007.5 which applies also to communication. The Saint Peter Public Schools computer network is considered a limited forum, similar to the school newspaper, and, therefore, the district may restrict speech for valid educational reasons.

### **2. Search and Seizure**

- a. Students should not expect any privacy in the contents of personal files on the district system. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.
- b. The district may examine all information stored on district technology resources at any time. The district may monitor staff and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by a district administrator or designees at any time.
- c. Routine maintenance and monitoring of Saint Peter Public Schools computer system may lead to discovery that this policy or the following policies or laws have been violated. An individual search shall be conducted if there is reasonable suspicion policies have been violated.
- d. Parent(s)/guardian(s) of students have the right at any time to request to see the contents of student's files.

### **3. Due Process**

- a. The school district shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Saint Peter Public Schools computer network.
- b. In the event there is a claim that students have violated this policy or other Board policy in use of the Saint Peter Public Schools computer network, they shall be provided with information related to the suspected violation and have an opportunity to present an explanation.
- c. If the violation also involves a violation of other provisions of School Board policy, it shall be handled in a manner described in School Board Policy which deals with dismissal, including suspension, exclusion, and expulsion. Additional restrictions may be placed on use of individual Internet accounts, or could result in suspension, expulsion, and/or financial liability.

### **4. Limitation of Liability**

The school district does not assume and, hereby, expressly disclaims liability for the misuse of its computers, equipment, e-mail, and Internet programs that violate this policy or any applicable law. The district makes no guarantee that the functions or the services provided by or through the district system shall be error-free or without defect. The district is not responsible for any damage suffered through the use of its computer system, including but not limited to, the loss of data, interruptions in service, the accuracy or quality of information obtained through or stored in the system, damages or injuries from improper communications, damage to property used to access school district computers or online resources, or financial obligations resulting from the use of school district resources.

Through the Saints Digital Learning Initiative, Saint Peter High School continues its commitment to offering students and teachers access to best-practice strategies and modern equipment to improve the classroom experience. Beginning with the Class of 2017, all 9th grade students will be issued an iPad Mini through a 1-to-1 digital learning program that will provide each student a personal learning tool that can be adapted to various courses and learning experiences. Our 1-to-1 digital learning program will provide students new opportunities for authentic experiences

to develop the skills and strategies for using emerging digital tools that they will need to be prepared to achieve success in college and careers in the 21st Century.

Please consult the *Saints Digital Learning Initiative 1-to-1 Handbook* for program details, expectations, and terms and conditions. Handbooks are available upon request from the high school office.

## APPENDIX I

### **B007. STUDENTS**

#### **007.4 Student Welfare**

##### **007.47 Bullying Prohibition**

### **I. PURPOSE**

The purpose of this policy is to assist the school district in its goal of previewing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such an act is committed on or off school district property and /or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, false reporting of bullying, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with School District's policies and procedures. The School District may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

B. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions and education about bullying up to and including suspension, and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may

result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from School District property and events and/or termination of services and/or contracts.

### 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 that occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

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

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

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



F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in the public school.

#### **IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy:

1. Shall report the alleged acts immediately to an appropriate School District official; or
2. A person may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

B. The School District encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the School District office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

D. A teacher, school administrator, volunteer, contractor, or other School District employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taken immediately. School-district personnel who fail to inform the building report taken of conduct that may constitute bullying, or other 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 principal or responsible authority will 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 School District officials or a third party designated by the School District.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the 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. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and other applicable school district policies; and applicable regulations.

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

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The School District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the School District who commits an act of reprisal or who retaliates against any person who makes a good faith report of alleged bullying, or prohibited conduct, or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such 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.

## **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, and publications on school rules, procedures, and standards of conduct.

B. The school district shall require ongoing professional development 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 the 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. Revisions shall be made in consultation with students, parents, and community organizations.

First Reading:	06/10/04
Adopted:	07/08/04
Reviewed:	12/09/10, 05/14, 06/14

School policies are regularly reviewed by the Board of Education. If changes are made to the policies described in the handbook, information will be shared with students and parents in a timely manner. To access the most up-to-date handbook, please visit our website at <http://www.stpetersschools.org/middle-high.htm>.

**Parent/Guardian Guide to Statewide Testing: Live link available at [Minnesota Department of Education](#)**



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 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 a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal: \_\_\_\_\_

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

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

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

### 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](#) (education.state.mn.us > Students and Families > Statewide Testing).