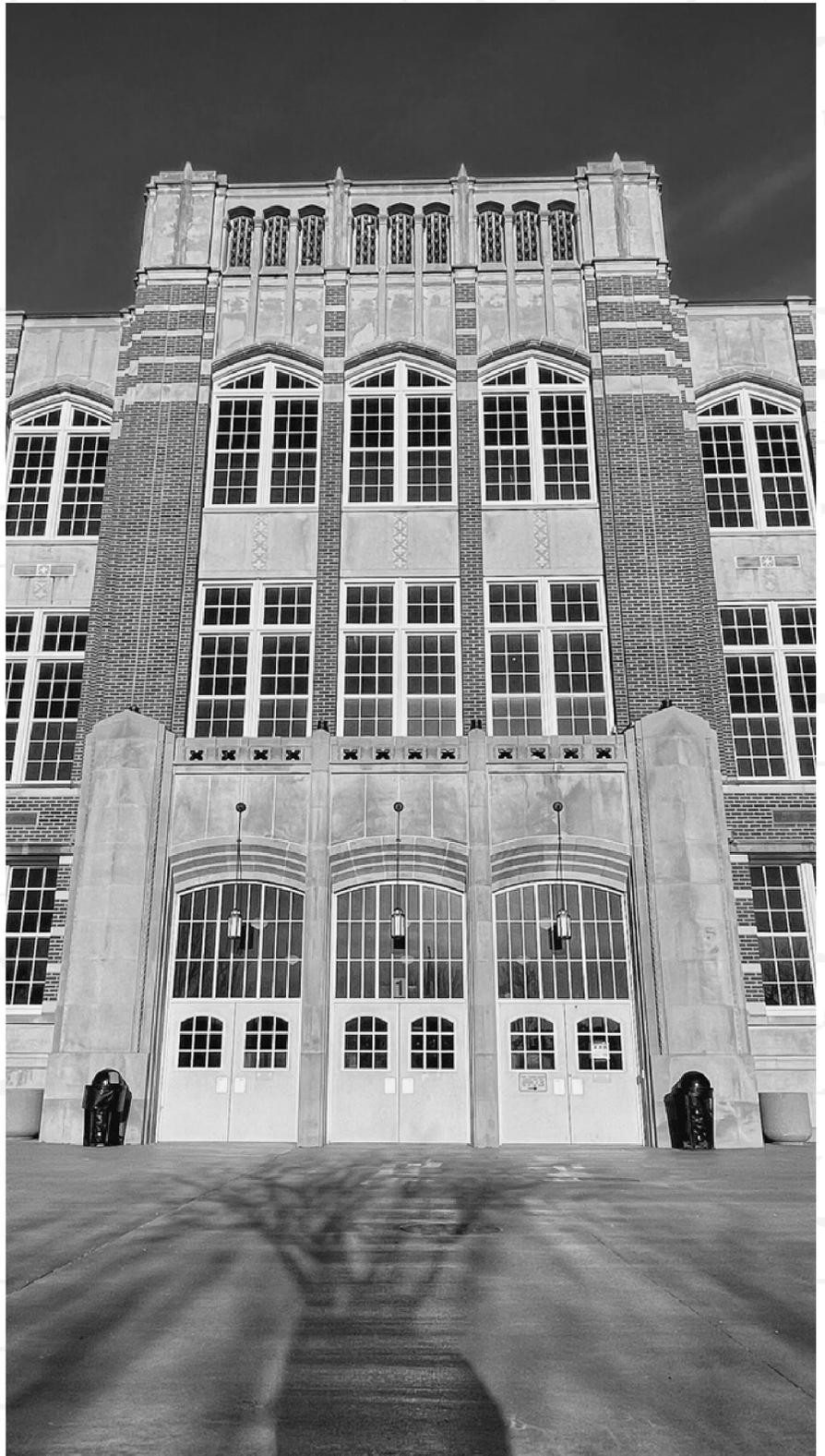


# AUSTIN HIGH SCHOOL



**STUDENT HANDBOOK**  
2022-2023

## **INFORMATION FOR STUDENTS AND PARENTS**

It is the policy of the School Board of Independent School District No. 492, Austin, Minnesota, to comply with applicable federal and state law prohibiting discrimination to the end that no person protected by such law 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 education program or in employment, or recruitment, consideration, or selection.

## **ANNUAL NOTIFICATIONS**

For your convenience, all annual notifications are available on the APS web site:

<https://www.austin.k12.mn.us/district-resources/annual-notifications>

Austin High School will conduct a minimum of five code red lockdowns, a minimum of five fire drills and a minimum of one severe weather drill each school year.

## **AUSTIN PUBLIC SCHOOLS**

### **Mission**

Inspire. Empower. Accelerate

### **Vision**

Preparing all learners to make a difference in the world

### **Core Values**

Communicator: Listens actively and shares learning and experiences

Contributor: Engages as a productive member of the community and global society

Learner: Challenges self to think critically

Responsible: Demonstrates accountability to self and others

Resilient: Develops perseverance and self-confidence

### **Strategic Priorities**

1. Support and resources to ensure a safe and welcoming learning environment
2. Packer Profile for all learners
3. District-wide multi-tiered systems of support for all learners
4. Excellence in resource management

## TABLE OF CONTENTS

General Information.....	3
Directories.....	5
Academics .....	10
Activities .....	15
Attendance.....	19
Behavior .....	23
Communication .....	28
Emergency Drills .....	29
Services.....	29
Student Rights .....	32
Technology .....	32

## SCHOOL SONG

Fight, Fight, Fight for Old Austin High  
We're gonna win this victory  
Win, Win, Win for Old Austin High  
Winners we'll always be  
Rah, Rah, Rah  
Go, Go, Go for Scarlet and White  
Our colors stand for might  
Waving to those courageous and bold  
So, FIGHT, FIGHT, FIGHT!! A.....U.....S.....TIN!

## **I. GENERAL INFORMATION**

District 2022-2023 Calendar: [www.austin.k12.mn.us](http://www.austin.k12.mn.us), District Offices, District Calendars

### **Building Hours**

The school opens for students at 8:15 with classes starting at 8:30. Students are welcome to pick up a “Grab ‘n’ Go” breakfast before classes start.

Students are expected to attend all classes on time when they are in the building. During lunchtime, all 9<sup>th</sup> and 10<sup>th</sup> grade students eat lunch in the cafeteria while 11<sup>th</sup> and 12<sup>th</sup> grade students have the option of leaving campus for lunch or eating lunch in the cafeteria. Because there are classes going on during lunchtime for other students, it is important that students are not in other parts of the building over lunch.

At the end of the day, school is over for students at 3:30. Unless they have a supervised afterschool activity, students are expected to leave the building by 3:40 daily.

## 2022-2023 Bell Schedule

Regular Bell Schedule A Lunch		
1st	8:30-9:22	52
Passing	9:22-9:27	5
2nd	9:27-10:19	52
Passing	10:19-10:24	5
3rd	10:24-11:16	52
A Lunch	11:16-11:47	31
4th	11:47-12:39	52
Passing	12:39-12:44	5
5th	12:44-1:36	52
Passing	1:36-1:41	5
6th	1:41-2:33	52
Passing	2:33-2:38	5
7th	2:38-3:30	52

Regular Bell Schedule B Lunch		
1st	8:30-9:22	52
Passing	9:22-9:27	5
2nd	9:27-10:19	52
Passing	10:19-10:24	5
3rd	10:24-11:16	52
Passing	11:16-11:21	5
4th	11:21-12:13	52
Lunch	12:13-12:44	31
5th	12:44-1:36	52
Passing	1:36-1:41	5
6th	1:41-2:33	52
Passing	2:33-2:38	5
7th	2:38-3:30	52

Regular Bell Schedule C Lunch		
1st	8:30-9:22	52
Passing	9:22-9:27	5
2nd	9:27-10:19	52
Passing	10:19-10:24	5
3rd	10:24-11:16	52
Passing	11:16-11:21	5
4th	11:21-12:13	52
Passing	12:13-12:18	31
5th	12:18-1:10	52
Passing	1:10-1:41	31
6th	1:41-2:33	52
Passing	2:33-2:38	5
7th	2:38-3:30	52

PCR Bell Schedule A Lunch		
1st	8:30-9:18	48
Passing	9:18-9:23	5
2nd	9:23-10:11	48
Passing	10:11-10:16	5
3rd	10:16-11:04	48
A Lunch	11:04-11:35	31
4th	11:35-12:23	48
Passing	12:23-12:28	5
5th	12:28-1:16	48
Passing	1:16-1:21	5
6th	1:21-2:09	48
Passing	2:09-2:14	5
Connect	2:14-2:37	23
Passing	2:37-2:42	5
7th	2:42-3:30	48

PCR Bell Schedule B Lunch		
1st	8:30-9:18	48
Passing	9:18-9:23	5
2nd	9:23-10:11	48
Passing	10:11-10:16	5
3rd	10:16-11:04	48
Passing	11:04-11:09	5
4th	11:09-11:57	48
Lunch	11:57-12:28	31
5th	12:28-1:16	48
Passing	1:16-1:21	5
6th	1:21-2:09	48
Passing	2:09-2:14	5
Connect	2:14-2:37	23
Passing	2:37-2:42	5
7th	2:42-3:30	48

PCR Bell Schedule C Lunch		
1st	8:30-9:18	48
Passing	9:18-9:23	5
2nd	9:23-10:11	48
Passing	10:11-10:16	5
3rd	10:16-11:04	48
Passing	11:04-11:09	5
4th	11:09-11:57	48
Passing	11:57-12:02	5
5th	12:02-12:50	48
Lunch	12:50-1:21	31
6th	1:21-2:09	48
Passing	2:09-2:14	5
Connect	2:14-2:37	23
Passing	2:37-2:42	5
7th	2:42-3:30	48

## II. DIRECTORIES

### OFFICE STAFF DIRECTORY

<b>AHS General Information</b> .....	<b>460-1800</b>
<b>Principal's Office</b> .....	460-1802
Sheri Allen, Principal	
<b>Activities/Athletics</b> .....	460-1825
Katie Carter, Student Activities Director	
<b>Assistant Principal's Office</b> .....	460-1805
Kimberly Goblirsch, Allison Gunderson, and Matt Schmit, Assistant Principals	
<b>Attendance Office</b> .....	460-1806
<b>Austin Area Learning Center</b> .....	460-1805
Matt Schmit, Principal	
<b>Austin Online Academy</b> .....	460-1800
Jessica Cabeen, Principal	
<b>Buildings &amp; Grounds</b> .....	460-1928
<b>Cafeteria</b> .....	460-1921
Mary Weikum, Food & Nutrition Services Director	
<b>Cashier</b> .....	460-1822
<b>Counseling Office</b> .....	460-1812
Sarah Schmit, student last names A-E	
Lynn Keenan, student last names F-Laz	
Julie Hale, student last names Le-Reh	
Bryce Hoffa, student last names Rei-Z	
<b>Food &amp; Nutrition Services Cashier</b> .....	460-1821
<b>Health Services</b> .....	460-1811
Brie Nelson, School Nurse	
<b>Media Center</b> .....	460-1836
<b>Special Education Case Facilitator</b> , Angie Klein .....	460-1800
<b>School Resource Officer</b> , Jim Lunt.....	460-1809
<b>Truancy Officer</b> , Kelley Lang .....	460-1819

## FACULTY EMAIL ADDRESSES

Complete List of Faculty & Staff: [www.austin.k12.mn.us](http://www.austin.k12.mn.us), District Resources, Staff Directory

Faculty		Email Address
Aaker	Bethany	<a href="mailto:bethany.aaker@austin.k12.mn.us">bethany.aaker@austin.k12.mn.us</a>
Ahumanda-Quimbay	Yenny	<a href="mailto:yenny.ahumada@austin.k12.mn.us">yenny.ahumada@austin.k12.mn.us</a>
Akkerman	Kalle	<a href="mailto:kalle.akkerman@austin.k12.mn.us">kalle.akkerman@austin.k12.mn.us</a>
Alberts	Rhonda	<a href="mailto:rhonda.alberts@austin.k12.mn.us">rhonda.alberts@austin.k12.mn.us</a>
Alcala	Amy	<a href="mailto:amy.alcala@austin.k12.mn.us">amy.alcala@austin.k12.mn.us</a>
Allen	Lyle	<a href="mailto:lyle.allen@austin.k12.mn.us">lyle.allen@austin.k12.mn.us</a>
Anderson	Jeff	<a href="mailto:jeff.anderson@austin.k12.mn.us">jeff.anderson@austin.k12.mn.us</a>
Barry	Candice	<a href="mailto:candice.barry@austin.k12.mn.us">candice.barry@austin.k12.mn.us</a>
Bodi	Jacy	<a href="mailto:jacy.bodi@austin.k12.mn.us">jacy.bodi@austin.k12.mn.us</a>
Brown	Robin	<a href="mailto:robin.brown@austin.k12.mn.us">robin.brown@austin.k12.mn.us</a>
Bordelon	Taylor	<a href="mailto:taylor.bordelon@austin.k12.mn.us">taylor.bordelon@austin.k12.mn.us</a>
Campbell	Virginia	<a href="mailto:virginia.campbell@austin.k12.mn.us">virginia.campbell@austin.k12.mn.us</a>
Carlson	Jane	<a href="mailto:jane.carlson@austin.k12.mn.us">jane.carlson@austin.k12.mn.us</a>
Carter	Katie	<a href="mailto:katie.carter@austin.k12.mn.us">katie.carter@austin.k12.mn.us</a>
Christopherson	Anne	<a href="mailto:anne.christopherson@austin.k12.mn.us">anne.christopherson@austin.k12.mn.us</a>
Declercq	Robin	<a href="mailto:robin.declercq@austin.k12.mn.us">robin.declercq@austin.k12.mn.us</a>
Delhanty	Sherrie	<a href="mailto:sherrie.delhanty@austin.k12.mn.us">sherrie.delhanty@austin.k12.mn.us</a>
Denzer	Lisa	<a href="mailto:lisa.denzer@austin.k12.mn.us">lisa.denzer@austin.k12.mn.us</a>
Dolan	Alexa	<a href="mailto:alexa.dolan@austin.k12.mn.us">alexa.dolan@austin.k12.mn.us</a>
Dorman	Matt	<a href="mailto:matt.dorman@austin.k12.mn.us">matt.dorman@austin.k12.mn.us</a>
Dundas	Christoph	<a href="mailto:christoph.dundas@austin.k12.mn.us">christoph.dundas@austin.k12.mn.us</a>
Eikren	Hannah	<a href="mailto:hannah.eikren@austin.k12.mn.us">hannah.eikren@austin.k12.mn.us</a>
Einerston	Tony	<a href="mailto:tony.einertson@austin.k12.mn.us">tony.einertson@austin.k12.mn.us</a>
Evans Hanson	Daniel	<a href="mailto:daniel.hanson@austin.k12.mn.us">daniel.hanson@austin.k12.mn.us</a>
Ewing	Kathy	<a href="mailto:kathy.ewing@austin.k12.mn.us">kathy.ewing@austin.k12.mn.us</a>
Fadness	Kris	<a href="mailto:kris.fadness@austin.k12.mn.us">kris.fadness@austin.k12.mn.us</a>
Fuller	Nicole	<a href="mailto:nicole.fuller@austin.k12.mn.us">nicole.fuller@austin.k12.mn.us</a>
Goblirsch	Kim	<a href="mailto:kim.goblirsch@austin.k12.mn.us">kim.goblirsch@austin.k12.mn.us</a>
Goodew-Johnson	Jeannie	<a href="mailto:jeannie.goodew@austin.k12.mn.us">jeannie.goodew@austin.k12.mn.us</a>
Gorman	Terra	<a href="mailto:terra.gorman@austin.k12.mn.us">terra.gorman@austin.k12.mn.us</a>
Gray	Julia	<a href="mailto:julia.gray@austin.k12.mn.us">julia.gray@austin.k12.mn.us</a>
Gunderson	Allison	<a href="mailto:allison.gunderson@austin.k12.mn.us">allison.gunderson@austin.k12.mn.us</a>
Hagen	Alexander	<a href="mailto:alex.hagen@austin.k12.mn.us">alex.hagen@austin.k12.mn.us</a>
Hagan	Dwayne	<a href="mailto:dwayne.hagan@austin.k12.mn.us">dwayne.hagan@austin.k12.mn.us</a>
Hagen	Lisa	<a href="mailto:lisa.hagen@austin.k12.mn.us">lisa.hagen@austin.k12.mn.us</a>
Hale	Julie	<a href="mailto:julie.hale@austin.k12.mn.us">julie.hale@austin.k12.mn.us</a>
Hardy	Rayce	<a href="mailto:rayce.hardy@austin.k12.mn.us">rayce.hardy@austin.k12.mn.us</a>
Harris	Blake	<a href="mailto:blake.harris@austin.k12.mn.us">blake.harris@austin.k12.mn.us</a>
Hazzard	Boyd	<a href="mailto:boyd.hazzard@austin.k12.mn.us">boyd.hazzard@austin.k12.mn.us</a>
Hebrink	Suzy	<a href="mailto:susan.hebrink@austin.k12.mn.us">susan.hebrink@austin.k12.mn.us</a>
Hermanson	Julie	<a href="mailto:julie.hermanson@austin.k12.mn.us">julie.hermanson@austin.k12.mn.us</a>
Heskett	Justin	<a href="mailto:justin.heskett@austin.k12.mn.us">justin.heskett@austin.k12.mn.us</a>
Hines	Jonathan	<a href="mailto:jonathan.hines@austin.k12.mn.us">jonathan.hines@austin.k12.mn.us</a>

Hoffa	Bryce	<a href="mailto:bryce.hoffa@austin.k12.mn.us">bryce.hoffa@austin.k12.mn.us</a>
Hovland	Emily	<a href="mailto:emily.hovland@austin.k12.mn.us">emily.hovland@austin.k12.mn.us</a>
Huff	Karen	<a href="mailto:karen.huff@austin.k12.mn.us">karen.huff@austin.k12.mn.us</a>
Hulet	Nikki	<a href="mailto:nikki.hulet@austin.k12.mn.us">nikki.hulet@austin.k12.mn.us</a>
Husfeldt	Todd	<a href="mailto:todd.husfeldt@austin.k12.mn.us">todd.husfeldt@austin.k12.mn.us</a>
Jones	Connor	<a href="mailto:connor.jones@austin.k12.mn.us">connor.jones@austin.k12.mn.us</a>
Jones	Nancy	<a href="mailto:nancy.jones@austin.k12.mn.us">nancy.jones@austin.k12.mn.us</a>
Jorgenson	Jenna	<a href="mailto:jenna.jorgenson@austin.k12.mn.us">jenna.jorgenson@austin.k12.mn.us</a>
Keenan	Lynn	<a href="mailto:lynn.keenan@austin.k12.mn.us">lynn.keenan@austin.k12.mn.us</a>
Kelly	Eliza	<a href="mailto:eliza.kelly@austin.k12.mn.us">eliza.kelly@austin.k12.mn.us</a>
Kelly	John (Ryan)	<a href="mailto:ryan.kelly@austin.k12.mn.us">ryan.kelly@austin.k12.mn.us</a>
Klein	Angela	<a href="mailto:angela.klein@austin.k12.mn.us">angela.klein@austin.k12.mn.us</a>
Knippel	Craig	<a href="mailto:craig.knippel@austin.k12.mn.us">craig.knippel@austin.k12.mn.us</a>
Korn	Leighann	<a href="mailto:leighann.korn@austin.k12.mn.us">leighann.korn@austin.k12.mn.us</a>
Londino-Green	Julie	<a href="mailto:julie.londino-green@austin.k12.mn.us">julie.londino-green@austin.k12.mn.us</a>
Larson	Levon	<a href="mailto:levon.larson@austin.k12.mn.us">levon.larson@austin.k12.mn.us</a>
Leffers	Leslie	<a href="mailto:leslie.leffers@austin.k12.mn.us">leslie.leffers@austin.k12.mn.us</a>
Levisen	Jake	<a href="mailto:jake.levisen1@austin.k12.mn.us">jake.levisen1@austin.k12.mn.us</a>
Levisen	Jens	<a href="mailto:jens.levisen@austin.k12.mn.us">jens.levisen@austin.k12.mn.us</a>
Lillis	Monica	<a href="mailto:monica.lillis@austin.k12.mn.us">monica.lillis@austin.k12.mn.us</a>
Linkenmeyer	Kirsten	<a href="mailto:kirsten.linkenmeyer@austin.k12.mn.us">kirsten.linkenmeyer@austin.k12.mn.us</a>
Myers	Tieler	<a href="mailto:tieler.myers@austin.k12.mn.us">tieler.myers@austin.k12.mn.us</a>
Nangle	Melissa	<a href="mailto:melissa.nangle@austin.k12.mn.us">melissa.nangle@austin.k12.mn.us</a>
Nelson	Gabe	<a href="mailto:gabe.nelson@austin.k12.mn.us">gabe.nelson@austin.k12.mn.us</a>
Nelson	Jacob	<a href="mailto:jacob.nelson@austin.k12.mn.us">jacob.nelson@austin.k12.mn.us</a>
Olsen	Jaret	<a href="mailto:jaret.olsen@austin.k12.mn.us">jaret.olsen@austin.k12.mn.us</a>
Owens	Colleen	<a href="mailto:colleen.owens@austin.k12.mn.us">colleen.owens@austin.k12.mn.us</a>
Pazurek	Will	<a href="mailto:will.pazurek@austin.k12.mn.us">will.pazurek@austin.k12.mn.us</a>
Perez	Hannah	<a href="mailto:hannah.perez@austin.k12.mn.us">hannah.perez@austin.k12.mn.us</a>
Pischke	Tisha	<a href="mailto:tisha.pischke@austin.k12.mn.us">tisha.pischke@austin.k12.mn.us</a>
Pinski	Jamie	<a href="mailto:jamie.pinski@austin.k12.mn.us">jamie.pinski@austin.k12.mn.us</a>
Pline	Carlene	<a href="mailto:carlene.pline@austin.k12.mn.us">carlene.pline@austin.k12.mn.us</a>
Reeves	Nakya	<a href="mailto:nakya.reeves@austin.k12.mn.us">nakya.reeves@austin.k12.mn.us</a>
Reim	Jordan	<a href="mailto:jordan.reim@austin.k12.mn.us">jordan.reim@austin.k12.mn.us</a>
Reynen	Tracey	<a href="mailto:tracey.reynen@austin.k12.mn.us">tracey.reynen@austin.k12.mn.us</a>
Rueckert	Lisa	<a href="mailto:lisa.rueckert@austin.k12.mn.us">lisa.rueckert@austin.k12.mn.us</a>
Sanders	Lisa	<a href="mailto:lisa.sanders@austin.k12.mn.us">lisa.sanders@austin.k12.mn.us</a>
Schara	Anna	<a href="mailto:anna.schara@austin.k12.mn.us">anna.schara@austin.k12.mn.us</a>
Schiltz	Nick	<a href="mailto:nick.schiltz@austin.k12.mn.us">nick.schiltz@austin.k12.mn.us</a>
Schmit	Sarah	<a href="mailto:sarah.schmit@austin.k12.mn.us">sarah.schmit@austin.k12.mn.us</a>
Schmit	Matt	<a href="mailto:matt.schmit@austin.k12.mn.us">matt.schmit@austin.k12.mn.us</a>
Schott	Gene	<a href="mailto:gene.schott@austin.k12.mn.us">gene.schott@austin.k12.mn.us</a>
Schwab	Dennis	<a href="mailto:dennis.schwab@austin.k12.mn.us">dennis.schwab@austin.k12.mn.us</a>
Sklenicka	David	<a href="mailto:david.sklenicka@austin.k12.mn.us">david.sklenicka@austin.k12.mn.us</a>
Smith	Jesse	<a href="mailto:jesse.smith@austin.k12.mn.us">jesse.smith@austin.k12.mn.us</a>
Smith	Zach	<a href="mailto:zachary.smith@austin.k12.mn.us">zachary.smith@austin.k12.mn.us</a>

Stanley	Ryan	<a href="mailto:ryan.stanley@austin.k12.mn.us">ryan.stanley@austin.k12.mn.us</a>
Stejskal	Nicole	<a href="mailto:nicole.stejskal@austin.k12.mn.us">nicole.stejskal@austin.k12.mn.us</a>
Stensrud	Jennifer	<a href="mailto:jennifer.stensrud@austin.k12.mn.us">jennifer.stensrud@austin.k12.mn.us</a>
Stone	Bobbie	<a href="mailto:bobbie.stone@austin.k12.mn.us">bobbie.stone@austin.k12.mn.us</a>
Taylor	Angie	<a href="mailto:angie.taylor@austin.k12.mn.us">angie.taylor@austin.k12.mn.us</a>
Thompson	Jacklyn	<a href="mailto:jacklyn.thompson@austin.k12.mn.us">jacklyn.thompson@austin.k12.mn.us</a>
Tompos	Nicole	<a href="mailto:nicole.tompos@austin.k12.mn.us">nicole.tompos@austin.k12.mn.us</a>
Vesterby	Kimberly	<a href="mailto:kimberly.vesterby@austin.k12.mn.us">kimberly.vesterby@austin.k12.mn.us</a>
Vorlicek	Jason	<a href="mailto:jason.vorlicek@austin.k12.mn.us">jason.vorlicek@austin.k12.mn.us</a>
Wagner	Joan	<a href="mailto:joan.wagner@austin.k12.mn.us">joan.wagner@austin.k12.mn.us</a>
Wakefield	Emily	<a href="mailto:emily.wakefield@austin.k12.mn.us">emily.wakefield@austin.k12.mn.us</a>
Watkins	Troy	<a href="mailto:troy.watkins@austin.k12.mn.us">troy.watkins@austin.k12.mn.us</a>
Wilcox	Emily	<a href="mailto:emily.wilcox@austin.k12.mn.us">emily.wilcox@austin.k12.mn.us</a>
Winkels	Mark	<a href="mailto:mark.winkels@austin.k12.mn.us">mark.winkels@austin.k12.mn.us</a>
Winter	Josephine	<a href="mailto:josephine.winter@austin.k12.mn.us">josephine.winter@austin.k12.mn.us</a>
Witter	Tiffany	<a href="mailto:tiffany.witter@austin.k12.mn.us">tiffany.witter@austin.k12.mn.us</a>
Zoske	Nicole	<a href="mailto:nicole.zoske@austin.k12.mn.us">nicole.zoske@austin.k12.mn.us</a>

## STUDENT SERVICES DIRECTORY

Your school counselor, principals, and school resource officer can help you in many ways. Other sources of help and information are listed below. These are taken from the Youth Yellow Pages, a handy reference booklet from Mower County Family Connections. All 1-800 numbers are toll-free.

**Emergency**----- 911  
Austin Medical Center ----- 433-7351  
Austin Salvation Army----- 437-8752 or 437-6037  
Minnesota Regional Poison Center ----- 1-800-222-1222  
Mower County Law Enforcement Center ----- 437-9400  
St. Olaf 24-Hour Crisis Hotline ----- 1-800-422-1295 or 433-8827

### Depression/suicide

Austin Mental Health Center ----- 433-7389  
National Crisis Youth Hotline ----- 1-800-448-4663  
AMC 24-hour Crisis Hotline ----- 1-800-422-1295 or 433-8827  
Suicide Hot Line ----- 1-800-827-7571  
Suicide Support Group----- 437-4537

### Abuse/Neglect/Runaway

Austin Salvation Army----- 437-4566 or 437-6037 or 437-8752  
Boys & Girls Town National Hotline----- 1-800-448-3000  
Mower County Human Services ----- 437-9701  
Education & Enforcement Liaison Program ----- 460-1805  
Law Enforcement Center ----- 437-9400  
National Runaway Hotline ----- 1-800-231-6946  
Crime Victim's Resource Center ----- 437-6680

### Assault, Harassment/Education

Austin Medical Center ----- 433-7351  
Education & Enforcement Liaison Program ----- 460-1805  
Law Enforcement Center ----- 437-9400  
Mower County Human Services ----- 437-9701  
Sexual Abuse Survivor's Service ----- 373-3655  
Open Door Clinic ----- 437-9770  
Crime Victim's Resource Center ----- 437-6680

### Teen Parenting/Pregnancy

Austin Medical Center ----- 433-7351  
Birthright ----- 437-2373  
Catholic Charities Local ----- 433-3062  
Lutheran Social Services ----- 433-8857  
Mower County Human Services ----- 437-9701  
Parenting Resource Center ----- 433-0692  
Planned Parenthood, Albert Lea ----- 373-5288  
Open Door Clinic ----- 437-9770

### AIDS & Other Sexually Transmitted Diseases

Austin Medical Center (testing)----- 433-7351  
RAAN (Rural AIDS Action Network) ----- 437-6110  
Midwest Health Center for Women ----- 1-800-328-4815  
Minnesota AIDS Line ----- 1-800-248-AIDS  
MN AIDS Project, Rochester ----- 282-8771  
MN Family Planning/STD Hotline----- 1-800-448-4663  
Mower County AIDS Task Force ----- 437-6110  
Mower County Public Health Nursing ----- 437-9770  
National HIV/AIDS Line----- 1-800-342-2437  
National STD Hotline ----- 1-800-227-8922  
Open Door Clinic ----- 437-9770

### Chemical abuse/Gangs/Counseling

Emergency----- call 911 or go to nearest Emergency Room  
Alcoholic Anonymous/Alateen/Alanon ----- 433-9868  
Behavioral Healthcare ----- 433-7351 or 433-7389  
Cocaine Hotline----- 1-800-Cocaine  
Cult & Gang Awareness----- 437-8818  
Drug Talk ----- 1-800-642-6408  
Education Enforcement Liaison Program ----- 460-1805  
Fountain Centers ----- 1-800-533-1616

Mayo Clinic Nicotine Dependency Unit----- 1-800-344-5984  
Mower County Public Health Nursing-----437-9770  
Narcotics Anonymous-----433-7900 or 437-6573  
Turn in a pusher ----- 1-800-535-6667

**Individual Counseling and Support Groups**

Austin High School Counseling Office -----460-1812  
Mayo Health System, Austin-----433-7351  
Parenting Resource Center -----433-0692

**Eating Disorders**

Overeaters Anonymous -----437-6055  
Austin Medical Center Behavioral Health -----433-7389

**Education**

Basic Skills Hotline ----- 1-800-225-7323  
GED Information -----460-1700  
Riverland Community College-----433-0600

**Employment**

Minnesota Job Service -----433-0555 or 373-3951  
Youth Connection/JTPA-----433-0685 or 373-4398

**Minorities/Discrimination/Human Rights**

Austin Human Rights Commission -----437-6272  
Education Enforcement Liaison Program-----460-1805  
ESL Literacy Program -----433-0658  
Minorities Student Advising -----433-0686  
Southern Minnesota Legal Services----- 1-800-223-0280 or 377-2831  
Welcome Center -----434-2863

### III. ACADEMICS

#### ACADEMIC LETTERS

Students can earn an Academic Letter for their academic performance during high school. Students must meet the following criteria to qualify:

1. Following the 9<sup>th</sup> grade year students have a cumulative non-weighted GPA of 4.0.
2. Following the 10<sup>th</sup> grade year students have a cumulative non-weighted GPA of 3.9 or above.
3. Following the 11<sup>th</sup> grade year, students have a cumulative non-weighted GPA of 3.8 or above

#### CALCULATORS

It is recommended that students in Algebra, Geometry and Algebra II courses regular and honors should purchase a calculator that can do the basic functions. An example would be TI-30XIIS. Teachers will not allow students to use their phones as calculators during assessments. It is recommended that students in Honors Pre-Calculus, AP Stats, AP Calculus AB, and AP Calculus BC use a graphing calculator. An example of a graphing calculator would be a TI-83 or TI-84.

Note: The "TI" in the above calculator descriptions refers to the Texas Instruments Corporation. Other brand names of calculators with similar functions would also satisfy the needs of the class. If a student buys a graphing calculator, please be aware that the TI-80, TI-81, TI-82 and TI-85 are older models. The student is encouraged to purchase one of the latest models such as the TI-83 or TI-84.

#### COLLEGE COURSES TAKEN AT AHS

Students who choose to take a college course in place of the high school course will receive both college and high school credit for the class. Austin High School is responsible for purchasing student textbooks for college courses (no cost to student) for these courses. Students may be charged for equipment that becomes their property when the course or program is completed. Attendance and grading follow the same requirements and policies as regular high school courses. Students taking college courses at AHS need to have a full academic schedule. Student Aide and Study Hall are not in the academic category.

To qualify for college courses, students must meet the following criteria: the "Postsecondary Enrollment Options (PSEO) Program Notice of Student Registration" Form needs to be obtained and completed from the Counseling Office.

Students must meet the following minimum criteria to qualify:

1. Seniors must be in the upper 1/2 of their unweighted class rank of full-time students or score at or above the 50<sup>th</sup> percentile on a nationally standardized, norm-referenced test.
2. Juniors must be in the upper 1/3 of their non-weighted class rank of full-time students or score at or above the 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test.
3. Sophomores may take one career/technical course. In order to be eligible, a 10<sup>th</sup> grade student must have met the proficiency level of "meets or exceeds" on the 8<sup>th</sup> grade MCA reading test. Students may also need to take the Accuplacer and meet program requirements.
4. Students may retake the Accuplacer. Retakes should be arranged with the College and Career Center at AHS.
5. The Accuplacer can be taken twice per school year.

Junior Year:

1. Top 1/3 of class rank or top 70% in a nationally standardized, norm-referenced test.
  - a. ACT will count as a norm-referenced test using composite or specific subject score.
2. Accuplacer score to qualify for all courses:
  - a. 250 and above: The student has choice of PSEO or Concurrent.
    - i. Eligible to take any course through PSEO or Concurrent
    - ii. Student must score 250 or higher to take Composition I 1101 at either AHS or RCC
  - b. 242-249: AHS will recommend that a student take Concurrent courses only.
    - i. Eligible to take any course through PSEO or Concurrent except Composition I.
    - ii. NOTE: Student can take classes at Riverland (PSEO) if they so desire
    - iii. NOTE: Student cannot take Composition I 1101
  - c. ACT scores to qualify in place of Accuplacer
    - i. ACT score of 19 in Reading
      1. Will qualify for all Liberal Arts classes but not Composition I 1101
    - ii. ACT score of 21 in English
      1. Will qualify to take Composition I 1101
    - iii. ACT score of 22-24 in Math  
See specific Math course description for qualifying criteria on Riverland's web site

Senior Year:

1. Top 1/2 of class rank or top 50% in a nationally, norm-referenced test
  - a. ACT will count as norm-referenced test using composite or specific subject score.
2. Accuplacer score to qualify for all courses:
  - a. 250 and above: The student has choice of PSEO or Concurrent.
    - i. Eligible to take any course through PSEO or Concurrent

- ii. Student must score 250 or higher to take Composition I 1101 at either AHS or RCC
- b. 242-249: AHS will recommend that a student take Concurrent courses only.
  - i. Eligible to take any course through PSEO or Concurrent except Composition I.
  - ii. NOTE: Student can take Composition I 1101 if one semester of taking Concurrent or PSEO
  - iii. NOTE: Student can take classes at Riverland (PSEO) if they so desire
  - iv. NOTE: Student cannot take Composition I 1101 if no previous Concurrent or PSEO courses have been taken
- c. ACT scores to qualify in place of Accuplacer
  - i. ACT score of 19 in Reading
    - 1. Will qualify for all Liberal Arts classes but not Composition I 1101
  - ii. ACT score of 21 in English
    - 1. Will qualify to take Composition I 1101
  - iii. ACT score of 22-24 in Math
    - See specific Math course description for qualifying criteria on Riverland’s web site

### **COLLEGE COURSES TAKEN AT A COLLEGE (PSEO)**

All students in this program must carry a full-time course load. Once the schedule for the post-secondary institution and/or high school is approved, all classes will be listed as recorded on the college transcript. Please visit the MDE web site at the following link to learn more about PSEO courses: <https://education.mn.gov/mde/fam/dual/pseo/>

### **CONNECT/POST-SECONDARY AND CAREER READINESS (PCR)**

Connect will meet each day. Announcements take place during this time as well as other teacher-directed activities. Attendance in Connect is required. Students will earn .25 credits in this course each year for a grade of “P” or successful completion.

### **DROPPING AND/OR ADDING A CLASS**

Students are encouraged to select their courses carefully when going through the registration process. The dropping/adding of courses at Austin High School will only be allowed in unique situations and at the discretion of AHS administration. Semester and year-long courses that are dropped during the school year will receive an “F” on the transcript; the “F” will be calculated in the student’s grade point average. Students who fail required courses during the school year will retake the courses through one of our credit-recovery options.

### **FEES/FINES**

Fees/fines may be charged to students as allowed by statute for lost or destroyed technology, textbooks, workbooks, equipment and library books. The waiving of student fees is based on need. The district may waive any deposit or fee if any pupil or pupil’s parent/guardian is unable to pay it. Students are expected to pay fines and return books/equipment at the beginning of each semester.

### **GRADING**

The method of calculating student grade-point averages (GPA) will be as follows:

A 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F 0.0
A- 3.7	B 3.0	C 2.0	D 1.0	
	B- 2.7	C- 1.7	D- 0.7	

The chart below is the grading scale used at AHS:

A 93-100	B+ 87-89	C+ 77-79	D+ 67-69
A- 90-92	B 83-86	C 73-76	D 63-66
	B- 80-82	C- 70-72	D- 60-62
			F 0-59

### **GRADING PHILOSOPHY**

Austin High School recognizes that grading, homework, make-up opportunities, report cards and reporting practices in general should be consistent, accurate, fair, meaningful, research-based, and connected to state and national standards. Because of this, we believe that a student’s content knowledge should be reported separately from behavior and work ethic.

Our goal is to provide students with opportunities for self-evaluation and growth through a variety of educational opportunities. It is essential for us to evaluate the effectiveness of curricular, instructional, and assessment practices and programs.

To help strike an appropriate balance between two weighted proportions – 1) Knowledge Assessments & Performance Tasks and 2) Practice & Progress Checks – all courses at AHS will weigh the scores collected in their grade books according to the AHS Guidelines for Weighting Secondary Grades. This 90% and 10% balance reflects the high school’s emphasis on assigning semester grades mostly on culminating types of evidence, so that grades are more indicative of actual achievement rather than practice opportunities.

The determination of the life skills rubric grade will be left to the professional judgment of the teacher.

More information is found at [www.austin.k12.mn.us](http://www.austin.k12.mn.us), Schools, Austin High School, Parent Resources, Grading for Learning Information. Please visit the AHS website for a detailed description explaining grading procedures used in conjunction with the grading philosophy.

### **GRADE WEIGHTING**

Austin High School has implemented weighted grading in addition to the traditional grading system (unweighted GPA). Internal scholarships and awards will use the traditional grading system for selection, and it will also be used in determining school/district graduation recognition awards. Either system can be used for college admission and scholarships. Both rankings will be displayed on the transcript. The following courses qualify for grade weighting:

- 1) Advanced Placement (AP)
- 2) Honors
- 3) Advanced
- 4) UMPTYMP (University of Minnesota Talented Youth Mathematics Program)

A multiplier of 0.15 will be used to determine the grade weight. To determine the weighted grade, the point value of the grade (see grading scale on previous page) will be multiplied by 1.15 for a total weighted GPA value. There will be no minimum grade required for grade weighting

## **GRADUATION REQUIREMENTS AND PARTICIPATION IN THE CEREMONY**

### 1. Complete 24 Course Credits

2022, 2023, 2024, 2025 Graduates
4 credits of Language Arts
3 credits of Mathematics
3 credits of Science
4 credits of Social Studies
1 credit of Physical Education
.5 credit of Health
1 credit of Visual and Performing Arts
7.5 credits of Electives

### 2. Students in the class of 2022, 2023, 2024, and 2025 will be offered the following assessments:

Minnesota Comprehensive Assessments (MCAs)

- o Reading—grade 10
- o Mathematics—grade 11
- o Science—the year student takes Biology
- o ACT—grade 11

Information concerning these state exams can be found on the MDE website: Students and Families, Statewide Testing

### 3. To participate in the Graduation Ceremony, students must wear the school approved graduation cap and gown. These are purchased through Jostens. Austin High School will work with families who cannot afford the cost of purchasing the cap and gown.

Foreign exchange students may not participate in the graduation ceremonies.

## **HIGH DISTINCTION AND DISTINCTION**

High Distinction graduates must have earned a cumulative GPA of 3.900 and above. Distinction Graduates must have a 3.600 to 3.899 GPA. To determine student GPAs for both high distinction and distinction, AHS utilizes students' non-weighted GPA.

Determination of High Distinction and Distinction status will be made at the end of first semester of the student's senior year. For students whose cumulative GPA did not qualify for this honor at that time but does at the end of their completed senior year, notation will be made on their transcript and diploma.

Students who have two or more offenses for cheating will lose their eligibility for High Distinction and Distinction at Austin High School for a period of one academic year.

## **HOME SCHOOL CREDITS**

Students/families will provide course syllabi for each core course (Math, Science, Language Arts, Social Studies) the student wishes to transfer to Austin High School to apply toward the graduation requirements. Elective courses may be reviewed at the discretion of the principal.

Course materials, topics of study, and assessment criteria will be reviewed by the principal and department chair to ensure the course meets or exceeds academic standards. Grades will be entered as Pass/Fail on the transcript.

Students wishing to graduate from Austin High School with an Austin High School diploma will need to meet the following criteria:

1. Meet all Austin High School Graduation Requirements
2. Be enrolled as a full-time student at Austin High School in the semester prior to their high school graduation

## **INCOMPLETE GRADES**

A grade of "incomplete" (I) indicates that work must be completed before a grade is issued. Instructors will inform students of the amount of time they have to finish such work. Ten (10) school days will be the maximum time allowed to make up an incomplete. Any incomplete not made up within the allotted time will change to a failing grade (F). Adjustments to the letter grade may be made by the Counseling Office after this time.

## **INDEPENDENT STUDY**

Independent Study is an elective credit that cannot replace a required course, or a course currently offered by AHS. A minimum of 60 clock hours must be certified for each ½ credit prior to a grade being given. Students must have Senior status (minimum 19 credits) in order to complete an Independent Study. Seniors can sign up for a maximum of one Independent Study course each semester. Teachers/supervisors are allowed only one Independent Study student per semester. The Independent Study Contract must be approved by the Teacher, and Building Leadership Team. Administrative approval is necessary before the Independent Study Contract is allowed. By signing this contract, students agree to complete the project and abide by the expectations outlined below. Failure to do this will result in the student being placed in a study hall, an "F" on their transcript, and no credit awarded.

Procedure for enrolling in an Independent Study program:

1. Create a detailed outline of the project and submit it to the teacher who will be supervising the Independent Study.
2. Meet once per week with your teacher advisor to show documentation of progress.
3. Meet daily with teacher to check in.
4. Submit completed project for grading one full week before the end of the semester.

## **MAKE-UP POLICY**

Any absence by a student from a class hour will entitle the student to make up work from that hour. Make-up work is due to the instructor according to the class syllabus.

## **NON-TRADITIONAL CREDITS TOWARD GRADUATION**

Criteria for the issuance of an Austin High School diploma are set by the Austin School Board and follow the Minnesota Department of Education. Traditional credits toward a diploma may be earned through full-time enrollment at Austin High School and/or enrollment in the Austin Area Learning Center. They could also be earned through enrollment in the Austin Online Academy. Other requests for credits toward an Austin High School diploma will follow the Austin School Board policy for non-traditional credits.

Non-traditional credits may include but are not limited to:

- Correspondence Courses
- Virtual/Online Courses
- Distance Learning
- Independent Studies

For the full policy language, please see School Board Policies 613 and 620.

## **ON TRACK FOR GRADUATION**

To maintain adequate yearly progress, students should earn an average of six (6) credits per year. Listed below are the minimum number of credits that a student should start with at the beginning of the year to be on track for graduation in four years.

Credits Earned	Grade Level
0	9 <sup>th</sup>
5.0+	10 <sup>th</sup>
10.0+	11 <sup>th</sup>
17.0+	12 <sup>th</sup>

## **RECORDS**

### Personal Data Changes

Austin Public Schools uses a student information system that requires accurate and current information from parents. Please fill out all personal data information completely and accurately. If the name, address and/or telephone number changes during the school year, please contact the High School Office at 460-1805 with the corrected information.

### Inspection of Records

Parents, guardians, and students can inspect and review official student records, files, and data including all material in the cumulative record. An appointment must be made with a counselor by anyone wishing to examine records. Please call 460-1812 to schedule your appointment.

### Transcript use for driver's permit or license

Student transcripts must contain the full first name, middle name and last name that is on their birth certificate when used as a second form of identification to obtain a driver's permit or license.

Transmittal of Educational Records to other schools

When a request for school records is received from another school, records will be either mailed or faxed within ten days of the request. These records will include, but are not limited to, cumulative and disciplinary information.

### **SATURDAY SCHOOL**

Saturday School is an opportunity for students to catch up on missing academic work from their daily classes. Saturday School may operate from 8:00 a.m. to 12:00 p.m. If Saturday School will be offered, Administration will notify families of the Saturday Schedule at the beginning of the school year. Teachers will send student names and specific assignments along with the necessary materials to the office by the end of the day each Friday. Teachers will contact the student's parents informing them of their child's participation in Saturday School for that week. Students may also attend on a voluntary basis.

### **STANDARDIZED TESTING**

1. ACT: The Austin High School ACT School Code is 240125. Testing dates can be found at [www.act.org](http://www.act.org) or obtained in the Austin High School Counseling Office.
2. PSAT: The PSAT takes place in October each year
3. Minnesota State Testing  
February ACCESS Testing begins for ELL students  
March MTAS Reading, Math, and Science Begins  
April MCA Reading, Math, and Science Begins  
April ACT with Writing Grade 11

There are many reasons that it is beneficial for a student to participate in statewide assessments. However, a parent/guardian is able to make the decision to have his/her student not participate in these assessments. The form to fill out for this purpose is located at the end of this handbook.

### **STUDENT AIDE**

This option is offered on a limited basis to seniors who have nineteen (19) or more credits at the beginning of the school year. The student will be assigned on an "as needed" basis. Students can sign up for a maximum of one period each semester. Students who are student aides will not have a study hall in the same semester. Teachers will be allowed one aide per semester. No credit is earned for this option.

### **TEXTBOOKS**

All textbooks are furnished by the School District. Students are expected to exercise care in using them so that they do not become soiled or damaged. The student will be billed for lost or damaged books.

### **WITHDRAWAL FROM SCHOOL**

Students planning to transfer to another school must notify our Counseling Office by calling 460-1812 and/or bringing a note from their parent/guardian. At that time, a withdrawal form will be given to the student so that they can complete the procedure.

Students dropping out of school for non-attendance need to have their parent/guardian sign a withdrawal form at the Principal's Office. If a student stops attending altogether, a withdrawal letter will be sent home to the parent/guardian.

Students must return their school issued laptop before withdrawal requests are completed. If the device is not returned prior to the withdrawal, a police report will be filed.

## IV. ACTIVITIES

The AHS Activities Office is part of the Main Office at the high school. The websites [www.Big9.org](http://www.Big9.org) and [www.austin.k12.mn.us](http://www.austin.k12.mn.us) can be accessed for up-to-date activities and sporting events at Austin High School.

### ACTIVITIES OFFERED

#### Clubs

Archery	Drama	Robotics
Art Club	Go Green	Rocket Club
Austinaires	FFA	Peer Power Partners
Austinian	Jazz Ensemble	Youth Leadership
Bike Club	Science Olympiad	
Chamber Orchestra	Knowledge Bowl	Sentinel
Choralaires	Math League	Table Tennis
Clay Target Shooting	National Honor Society	Skills USA
DECA	One Act Play	Vocal Jazz
Diversity Group	Prom	

#### Fall Sports

Boys: Football, Cross Country, and Soccer

Girls: Volleyball, Cross Country, Soccer, Swimming & Diving, Cheerleading, and Tennis

#### Winter Sports

Boys: Hockey, Basketball, Speech, Swimming & Diving, and Wrestling

Girls: Hockey, Basketball, Dance Team, Speech, and Gymnastics

#### Spring Sports

Boys: Baseball, Track, Golf, Tennis, Adapted Bowling CI and Adapted Bowling PI

Girls: Softball, Track, Golf, Adapted Bowling CI and Adapted Bowling PI

### ATTENDANCE POLICY FOR PARTICIPANTS

Athletic and activity participants are expected to abide by all school attendance and behavior guidelines.

1. When students participate in any co-curricular and/or sports activity, they are required to attend school the entire day of the event, unless they are absent for one of the following reasons:
  - a. School related activity
  - b. Medical appointment (requires verification by the school office or attendance secretary)
  - c. One period (or less) in the school Health Office
  - d. Funeral or family medical/legal emergency (requires parental excuse)
  - e. Student safety issues (to be reviewed by the AHS Administration and Activities Director)

If the absence is due to any other reason, the student will be declared ineligible for that day's event.

2. Also, students must not incur any unverified absences (as outlined in the AHS student handbook) the day after an event if the day is the next consecutive school day of the same week.

If an unverified absence is incurred for this next consecutive school day of the same week, the student will not participate in the next scheduled co-curricular and/or sports event.

The AHS administration retains the right to request verification of any absences presented by a student or parent/guardian.

At the discretion of the advisor, students with failing grades during a term in which their activity convenes may be suspended from participation and must have these failing grades corrected and certified by the instructor before participation in the activity may resume.

### BEHAVIOR AND SPORTSMANSHIP EXPECTATIONS FOR PARTICIPANTS AND SPECTATORS IN THE BIG 9

After-school programs are an extension of the regular school day with all school rules and regulations in effect. Therefore, the schools of the Big 9 conference have the following general expectations:

1. Students and adults attending after-school events are to demonstrate positive enthusiasm without causing harm, danger, or embarrassment to others or to the schools involved.
2. Students and adults are to exhibit respect toward all spectators, opponents, players, coaches, and officials.
3. Students and adults are to demonstrate respect and pride for their school.

Schools of the Big 9 conference have the following specific expectations:

1. During the National Anthem, students and adults are asked to stand, remove their hat/cap, face the flag, listen silently to the instructions of the public-address announcer, and remain still until the end of the anthem.
2. Proper language is to be used by all spectators, both students and adults. No swearing or offensive language will be tolerated. Individual and group vulgarity is unacceptable, as is verbal harassment and taunting of players, coaches, and officials. Obscene gestures are also unacceptable.

3. The safety of all spectators must be guaranteed by appropriate behavior in the stands. Fighting, pushing, tripping, pounding on the glass and other unsafe behavior, including the throwing of objects onto the playing surface or into the stands is not acceptable and could result in injury, ejection from the event, or a team being penalized by the game official.
4. Respect is the key to good sportsmanship. Therefore, we ask all spectators to have respect for the opposing team and their school song, as well as to understand that the use of noise makers (which include musical instruments when not part of the band, whistles, sirens, horns, cowbells, etc.), and the display of inappropriate signs are not allowed.

## CHEMICAL VIOLATIONS AND PENALTIES

At any time during the calendar year, a student shall not, regardless of the quantity.

1. Use or consume, have in possession a beverage containing alcohol;
2. Use or consume, have in possession tobacco; or,
3. Use or consume, have in possession, buy, sell or give away any other controlled or drug paraphernalia.
4. Use or consume, have in possession, buy sell or give away products containing, or products used to deliver nicotine, tobacco products and other chemicals.
  - a. "Tobacco products" means: 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.
5. Use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision or a medical doctor. Such substances or products shall include, but are not limited to synthetic drugs, gasoline, glue, aerosol, devices, bath salts, and any substances addressed by Minnesota or Federal Law.

### Penalties for Category I Activities

Category I Activities Definition: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League sponsored tournaments: Athletic Activities and Fine Arts Activities (Debate, and One Act Play & Speech Activities when a school schedules a season of interscholastic contests).

1. First Violation Penalty  
The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant. The student is required to meet with a school chemical support professional before they can participate in a contest.
2. Second Violation Penalty  
The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant. The student and parent/guardian are required to meet with a school chemical support professional before they can participate in a contest.
3. Third or Subsequent Violation Penalty
  - a. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
  - b. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all the following conditions are met:
    - i. The student is assessed as chemically dependent,
    - ii. Enters treatment voluntarily, and
    - iii. The director of the treatment center certifies that the student has successfully completed the treatment program.
    - iv. The treatment option cannot be used for the first or second violation.

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

4. Applying the Penalty
  - a. Penalties shall be applied 7-12 with the student's first violation and continuing through the student's high school career. Penalties shall be served consecutively.
  - b. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and in writing.
  - c. Counting Weeks:
    - i. The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days
    - ii. For this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed, and the student/student's parents or guardians are notified.
    - iii. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
  - d. A student who is under penalty for violation of a League bylaw may not join a second sport in the same season to fulfill a penalty.

- e. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- f. A student who participates in Category I, Category II and Category III activities shall serve the penalty prescribed for that violation in both Category I and II activities in which the student participates.
- g. Denial disqualification: A student shall be disqualified from all inter-scholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, participates and then is subsequently found guilty of the violation.

#### Penalties for Category II Activities and Category III Activities

Category II Activities Definition: Those League sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League sponsored tournaments

- 1. Fine Arts Activities: Music Activities, Visual Arts Activities, Speech, and One Act Play when a school schedules no interscholastic contests and participants in only the League -sponsored tournament series.

Category III Activities Definition: Those clubs or activities that are non MSHSL league sponsored.

Penalties:

- 1. First Violation – After confirmation of the first violation, the student shall lose eligibility for the next event of a season for which the student is a participant.
- 2. Second Violation – After confirmation of the second violation, the student shall lose eligibility for the next three consecutive events of a season in which a student is a participant.
- 3. Third and Subsequent Violations – After confirmation of the third violation, the student shall lose the right of participation for the next six events.

Process for appealing a chemical violation:

If a student athlete would like to appeal their actual chemical violation, they should use the Fair Hearing Procedure, #1-2, on Page 50-51 of the 2017-18 MSHSL Official Handbook.

Process for appealing the application of the chemical violation penalty:

If a student athlete would like to appeal the penalty for the violation, they would need to request a local hearing.

The Local Hearing steps are as follows:

- 1. Student athlete/parent or guardian can request a local hearing within 10 days of the violation
- 2. The local hearing committee would consist of a designated school board member, an Austin High School Administrator (other than the Activities Director) and 2 faculty representatives
- 3. Once the hearing is requested, the district will have 3 business days to respond with a date and time for the hearing

The Local Hearing Process is as follows:

- 1. The Activities Director would outline to the hearing committee the steps the district takes to notify student athletes/parents/guardians of the chemical policies of the district, as well as outline the violations of the student athlete as well as any other relevant information.
- 2. The student athlete/parent/guardian would have the opportunity to share why they feel the policy should be adjusted for the current situation.
- 3. The local hearing committee would let the student athlete/parent/guardian know their decision, in writing, within 3 business days of the hearing.

## DANCES

AHS attempts to provide a safe environment for students who attend dances. If an AHS student wishes to invite a person who does not attend here, the AHS student must complete a permission slip from the Cashier's Office at least one week before the dance. An administrator will approve/deny the request. Since our dances are intended for high school students, guests age 21 or over will not be allowed to attend. Students below 9th grade will not be allowed to attend.

Dance rules will be posted at each dance. If students engage in inappropriate dancing, they will be given a verbal warning. If the inappropriate dancing continues, the students will be asked to leave the dance. Students under the influence will be removed, excluded from all dances the remainder of the school year, and subject to disciplinary action.

Prom

- 1. All Non-AHS students attending Prom must turn in the student information form.
  - a. Forms not filled out completely are subject to denial.
  - b. Forms are available in the cashier's office 2 months prior to Prom.
  - c. Deadline is 2 weeks prior to Prom (end of day).
- 2. Out of District High School students will be approved by AHS Administration.

3. Non-High School age students or guests not enrolled in school will be subject to a background check.
4. AHS Administration reserves the right to deny a request.

## **FUNDRAISING**

Fundraising is only permitted when authorized by the Activities Director. No solicitation is permitted except as authorized by the Director. Students will not pursue authorized fundraising or solicitation during class time unless permitted by the instructor and administration.

## **MINNESOTA STATE HIGH SCHOOL LEAGUE RULES**

Students who participate in any co-curricular activity or in Minnesota State High School League (MSHSL) activities represent Austin High School and must also adhere to MSHSL rules of conduct.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is open to all full-time students who attend Austin High School, including those that are PSEO. Criteria to become eligible for NHS are:

1. Junior or Senior in High School
2. Cumulative non-weighted GPA of 3.600 or higher
3. Meet the following NHS criteria:
  - a. Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. Students must be in good standing in their school and community, with no incidences of academic integrity issues, discipline referrals, legal issues, etc. within one year of application to NHS.
  - b. Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
  - c. Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
4. Submit a completed membership form by the yearly established deadline.

The NHS Faculty Council will vote to determine student membership. The Faculty Council will have the following documents for each candidate being considered for membership:

1. NHS Membership Application;
2. Three recommendations;
3. Copy of student's cumulative discipline record;
4. Copy of student's Life Skills grades.

## **NCAA**

A student entering an NCAA Division I, II, or III institution must successfully complete at least 13 core courses and must achieve a minimum required 2.0 grade-point average in the core curriculum as well as achieve a minimum required score on either the ACT or SAT examination to be eligible for institutional financial aid and to practice and compete on an intercollegiate athletic team during their first year of collegiate attendance. Information regarding NCAA guidelines and application forms are available in the Counseling Office.

## **PHYSICAL CONFRONTATION/VIOLENCE/ASSAULT**

Any student-participant that, during a MSHSL category I, II, or an AHS category III activity, is involved in a physical confrontation with an opponent which results in a contest ejection will be ineligible for competition as defined in the MSHSL handbook in accordance with Bylaw 206.00.

Any student-participant that, during a MSHSL category I, II, or an AHS category III activity, is involved in a physical confrontation with an official which results in an incident report being filed by the MSHSL with the principal of the high school indicating that student-participant's instigation of an assault, shall be deemed "not in good standing" (in accordance with MSHSL Bylaw 206) and shall lose eligibility for up to the next twelve calendar months (cross reference: Bylaw 209 Sexual/Religious Harassment/Violence and Hazing in League-sponsored Athletic and Fine Arts Activities). The student-participant in question will remain a fully participating practice member of his or her squad and the behavior of the individual will be monitored by the head coach of the activity and the Activities Director. The student-participant may request of the Principal and the Activities Director in writing that the twelve-month period of ineligibility be shortened. The Principal and Activities Director will review the situation and respond in an appropriate amount of time to the request. Any early re-instatement will come only after the end of the current season in which the student is participating and in which the incident occurred.

## **TRANSPORTATION**

Student participants must use school transportation to and from school-sponsored events unless a written request from a parent/guardian has been approved by the Activities Director or a high school administrator. Permission will be granted only if the student is riding with his/her parent/guardian.

## **UNIFORMS & GROUP APPAREL**

All apparel intended to be worn by co-curricular or athletic groups to school or school events must be pre-approved by the AHS Administration. Individuals, groups and teams who purchase their own apparel are still required to have it meet the standards set by the AHS Administration. Students who represent themselves as a school-related group and who wish to design a t-shirt, sweatshirt, etc., must have their design approved by a school administrator.

## V. ATTENDANCE

We encourage all students to attend school every day that they are able in order to maximize learning. Regular attendance in all classes is vital to ensuring a quality learning experience and productive future for all students. Classroom experiences are both meaningful and essential components of the learning process. Regular class attendance instills self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances. Make-up assignments can never fully replace the learning experience students miss when they are absent from class.

### ABSENCE AND TARDY CLASSIFICATIONS

All absences will be classified by the school administration as follows on absence slips and attendance reports:

College	COL	Vacation	VAC
Excused	EXC	Out of School Suspension	OSS
Homebound	HMB	School Activity	SCH
In School Suspension	ISS	Tardy	TDY
Judicial/Court	JUD	Truant/Cut	CUT
Medical/Dental	MED	Unexcused	UNX
Medical at School	MDS	Tardy Reported	TDR
Social Worker	CSW	Guidance Counselor	GCC
Office	OFF	Nurse	NUR
Illness	ILL	Medical Tardy	TDM

### EXCUSED ABSENCES

Parents/Guardians, to excuse an absence, please do one of the following:

- Provide the AHS Attendance Office with a note which is signed by the student's parent/guardian and which states a valid reason for the absence.
- E-mail the AHS Attendance office: [ahs.attendance@austin.k12.mn.us](mailto:ahs.attendance@austin.k12.mn.us) stating a valid reason for the absence.
- Call the attendance office at (507) 460-1806 stating a valid reason for the absence.

If a student fails to provide the Attendance Office with such a note, email, or phone call before or upon the student's return to school, the absence will be counted as unexcused.

An exception to this would be if a student is emancipated. An emancipated student is one who does not live with and is not economically dependent upon his or her parent, a guardian, a family member or other adult. An emancipated student must also provide the Attendance Office with a note stating a valid reason for the absence but may sign the note himself or herself. Students must complete the "Attendance Signature Release Form" to be eligible. This form can be picked up in the Attendance Office.

Valid reasons for an absence are listed below:

1. Illness, injury, or hospitalization of the student. If students have been out of school for two days or longer because of illness or hospitalization, and they bring a note from their doctor stating the medical condition and length of absence, the attendance record will be corrected to reflect the fact that the absence was due to a medical reason and is coded MED. Doctor excused absences will not count against the cap of nine (9) absences.
2. Disability of the student. If a student suffers from a permanent or temporary disability which prevents the student from regular attendance, verification from the student's physician specifying the nature of the disability and the anticipated duration of the disabling condition will be required once per school year. For each absence, the student's parent must provide the attendance office with a signed note verifying the reason for the absence.
3. Medical, dental, and other professional appointments, which cannot be scheduled outside of school hours. These appointments may include translation services for immediate family.
4. Family emergency, serious illness in family, or death in the family.
5. Religious holidays.
6. Attendance at a course of religious instruction for up to three hours each week as provided by Minnesota Statutes 120A.22, subdivision 12(3). Before attending such a program, the parent/guardian must obtain approval from the Attendance Office.
7. Mandatory court appearances. Must be verified with a court subpoena or letter from lawyer and/or parent/guardian.
8. Conditions beyond the student's control. Examples of conditions beyond a student's control include, but are not limited to, absence as a result of an automobile accident, an absence as a result of inclement weather which delays the student's arrival on the school bus and staying home because of inclement weather with parental permission.
9. College Visits: Pre-approved college visits for up to two days during the school year. Written verification from the college visited is required for up to two days of college visits during the school year.
10. Experiential Learning: Up to a ½ day during the school year. Written verification is required.
11. Compliance with any provision of a disabled student's Individual Education Program Plan or Section 504 Accommodation Plan.
12. Special education assessment performed by or at the direction of School District personnel. A student will be given a school-related absence (SCH) which will not count against the cap of nine (9) excused absences.

13. Pre-approved testing, including college testing and military testing. Approval must be obtained from the Attendance Office at least twenty-four hours prior to the absence.
  14. Pre-excused participation in a school-sponsored activity. Examples include but are not limited to participation in a school-sponsored field trip, foreign exchange program, student council, state tournament participation or students riding on a fan bus to a state tournament, Knowledge Bowl, athletic contests, music lessons pre-arranged with the music teacher or a school-sponsored music performance. School-related (SCH) absences will not count against the cap of nine (9) absences.
  15. Work on an educational assignment or exam with another teacher in the building that spills over into another class period. In this instance, a note from the teacher rather than from the parent is required.
  16. Visits to the Principal's or Assistant Principal's Office and scheduled visits to the office of the counselor, school psychologist, or activities director. In this instance, a note from the principal, assistant principal, counselor, school psychologist or activities director rather than from the parent is required.
  17. Absence from class because of an in-school or out-of-school suspension is counted as excused.
  18. The Minnesota driver's test or permit test may be excusable as the office is not open after school hours.
- Any absence which is not excused under this policy will be counted as unexcused and is coded UNX.

## **EXTENDED ABSENCES**

1. Parents should be aware that per Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn.
2. No credit is earned during the time a student is not enrolled.
3. A Truancy Petition may be filed with the Mower County District Court, Juvenile Court Division if a student is under 18 years of age and has any combination of seven (7) unexcused absences
4. If the student has suffered an extended illness and required work has not been completed, the class record will show an incomplete. A grade will be assigned after the work is completed per the make-up policy guidelines.
5. If a student experiences an extended, long-term illness of 15 consecutive school days, he/she may be eligible for homebound instruction once a doctor's excuse is obtained. Parents should contact a counselor or an administrator to make these arrangements.

## **FALSE EXCUSES**

Any student who submits a forged excuse will receive an unexcused absence for the day(s)/class period(s) in question and will be subject to school discipline. The false excuse may involve forging the signature of a parent/guardian or school staff.

## **FIELD TRIPS**

Field trip permission forms will be issued to students prior to participating in out-of-town school related field trips. A parent/guardian signature is required before students will be allowed to go on any field trip outside of Austin. The absence will be coded SCH for this school-related activity.

## **MINNESOTA STATE ATTENDANCE LAW**

The Minnesota compulsory instruction law requires students between the ages of seven and seventeen to receive educational instruction by attending school (Minnesota Statute 120A.22). When a student fails to attend school as required by law, or repeatedly skips classes, the student may be disciplined by suspension or expulsion. The School District reserves the right to require medical documentation in order to excuse an absence.

## **RESPONSIBILITIES**

### Administrative Responsibilities

1. Distribute high school attendance policy to all students, parents, and staff.
2. Plan interventions for students with excessive absences.
3. Communicate with parents regarding chronic student non-attendance.
4. Review disputes of classification(s) of absences.
5. Review teachers' course syllabi.
6. Adopt/encourage school-wide policies/practices, which provide incentives for regular attendance.
7. Parents/guardians of students who have three (3) or more unexcused absences in one or more classes during a term will be notified by mail of that fact. The notice shall inform the student and parent(s)/guardian(s) of the attendance policy and possible loss of credit in the class.
8. If a student has five (5) unexcused absences in any one class, another letter will be sent to the parent(s)/guardian(s) and a truancy referral may be filed with the Mower County District Court, Juvenile Court Division.
9. If a student reaches seven (7) and/or ten (10) unexcused absences in any one class, additional letter(s) will be sent to the parent(s)/guardian(s). AHS Administration will continue to work with the family and Mower County through the truancy process.
10. All absences and tardies are recorded in the school's central computer system from data provided by both teachers and administrators. Paper copies of parent notes, requests to leave, and tardy slips are kept on file for the current school year plus an additional school year.

### Student Responsibilities

1. Attend each class and arrive on time prepared to learn and participate.
2. Review all course syllabi and ask questions about anything you do not understand.
3. If an absence occurs, which is not school related, follow this procedure:
  - a. Provide a signed note, e-mail, or phone call from parent/guardian within two (2) school days of the absence to the high school Attendance Office. Please send all attendance e-mails to [ahs.attendance@austin.k12.mn.us](mailto:ahs.attendance@austin.k12.mn.us).

- b. Make up required activities, classroom assignments, tests, and quizzes within 5 days of return unless other arrangements are made with the classroom teacher or administrator.
4. If a pre-excused absence occurs, follow this procedure:
  - a. Bring a note from parent/guardian at least two school days before absence occurs. Also, obtain a "Request to Leave" form from the Attendance Office.
  - b. Show the pre-excused absence form to each teacher.
  - c. If a student must leave school early, he/she must check out with the Health Office or Attendance Office before leaving the high school. If a student does not follow this procedure, the absence will be unexcused. The student must check in with the Attendance Office when returning to school.
5. Except for students who are emancipated from their parents, all students must provide the Attendance Office with a note or email which is signed by the student's parent/guardian and which states a valid reason for the absence. Emancipated students must complete the "Attendance Signature Release Form" to be eligible. This form can be picked up in the Attendance Office.

#### Parent/Guardian Responsibilities

1. Encourage students to attend class regularly.
2. As much as possible, limit absences by scheduling appointments, vacations, college visits, etc. on non-school days.
3. Notify the Attendance Office, in writing, of an extended pre-excused absence at least two days before the absence.
4. Send a note with your child, e-mail or call the High School Attendance Office within two (2) school days of any absences.
5. Contact the Attendance Office, teacher, counselor, and/or administrator if you have any concerns about your child's attendance.
6. Hold your child accountable for regular attendance and for following the attendance policy.
7. The Parent Portal web-based computer program can be used to check student attendance. Parents need to pre-register on-line each year with the school to use this program. If parents need help accessing Parent Portal, please email [portal@austin.k12.mn.us](mailto:portal@austin.k12.mn.us) for support.
8. The student and parent may schedule an attendance meeting if they have just reason to appeal the absences. The meeting will be scheduled through the Assistant Principal's secretary. The secretary may be contacted by calling 460-1805.

#### Teacher Responsibilities

1. Follow the high school attendance policy.
2. Report any discrepancies or changes in the daily attendance report to the Attendance Office since the Infinite Campus record is the official record.
3. Take attendance each class hour and attempt to enter any absences or tardies into Infinite Campus during that class period.
4. Communicate with parent(s)/guardian(s) if a student's attendance will adversely affect his/her grade.

### **TARDIES**

Tardiness can be disruptive to the learning environment. Students are expected to be to class on time. A tardy is coded as TDY.

1. Tardiness is arriving for any class period after the bell sounds.
2. For attendance purposes, if a student arrives more than 15 minutes late, they will be counted as UNX for that period unless the student has a valid pass.
3. Every 4 tardies, teachers can assign the student a consequence that could include staying after school, completing an assignment related to missed information, or a personal reflection. If a student does not complete this teacher assigned consequence, the teacher can notify administration. Administration may assign detention.

### **TRUANCY**

#### Continuing Truant

Minnesota Statute 260A.02 states that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute 120A.05 without valid excuse within a single school year for: three days if the child is in elementary school; or three or more class periods on three days if the child is in middle school, junior high school or high school.

When a student is initially classified as a continuing truant, Minnesota Statute 260A.03 provides that the school Attendance Officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
4. that this notification serves as the notification required by Minnesota Statute 120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statute Chapter 260;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statute 260C.201

#### Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district truancy officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statute Chapter 260A.

## VI. BEHAVIOR

Austin High School discipline measures are established based on the Austin Public Schools district-wide discipline policy. For the district-wide discipline policy refer to the Student Rights & Responsibilities manual that is located on our website [www.austin.k12.mn.us](http://www.austin.k12.mn.us) Schools, AHS, About Our School.

The policy may also be obtained in the Superintendent's office or through the building principals.

We expect that every student:

1. respects the rights and beliefs of others and treats others with courtesy and consideration.
2. is fully responsible for his/her actions and the consequences of those actions.
3. respects the property of others.
4. takes responsibility for learning and remains in good academic standing.
5. respects and obeys the school rules and the laws of the community, state, and country.
6. respects those who are responsible for enforcing the rules of the school and the laws of the community, state, and country.

Any person who is disrespectful to any other person could face disciplinary action that may include school suspension.

### ACADEMIC INTEGRITY POLICY

Cheating is defined as any situation in which a student:

1. Copies another student's homework with or without his/her permission;
2. Copies answers from another student's test or quiz;
3. Is responsible for or participates in the transference of confidential information (e.g. test answers or test/quiz copies) from one class to another;
4. Brings to a testing situation or received during a testing situation without authorization, written information that is pertinent to a test, quiz or class activity.

Plagiarism is defined as the borrowing or restating of another person's work and claiming it as your own, without giving credit to the original source. Citing it in your bibliography/works cited is not enough. Plagiarism can range from copying an entire paper to cutting and pasting specific sentences, paragraphs, or sections. To avoid plagiarizing another person's writing, it is important to acknowledge the source of your information through footnotes, parenthetical citations, and/or in-text citations. Ask yourself the following questions:

1. Have I copied word for word, all or part of another writer's work without giving specific credit to that other writer and using quotation marks?
2. Have I copied the work of another writer, making changes here and there, but retaining the main thought and structure?
3. In the case of fiction, have I used a plot invented by another writer, even though I am telling the story in my own words?

All work submitted for credit in any class at Austin High School is expected to be the original work of the student submitting it. Students who allow their work to be copied (along with the other students involved) will be penalized. These students will lose their eligibility for High Distinction, Distinction and the Honor Roll at AHS for a period of one calendar year. After initial occurrence, additional penalties will include one or more of the following consequences: loss of credit for the assignment or class, parent conference, suspension, and/or removal from the class. Students are responsible for knowing and following the policies at Austin High School regarding cheating and plagiarism.

#### Statement of Purpose

Honesty is required to ensure an accurate measurement of a student's academic knowledge. Each assessment must be evaluated on what the student knows or can do for the student and his/her family to have a clear and accurate accounting of the student's mastery of the material. When a student chooses to violate the academic integrity policy, it is a behavior infraction. As a result, the teacher will need to find an alternative way to assess the student's knowledge. It is at this point that all parties – parents, teachers, administrator, and the student – work to identify the root cause of the behavior and to help the student learn from the experience in a caring, consistent, and instructive way.

#### First Offense – Required Ethics Training

##### Steps to Complete

1. Teacher will contact parent to explain incident
2. Administrator will contact parent to explain Ethics Training process
3. Meet with an administrator to review incident and consequences
4. Work with teacher to complete alternate assessment within 4 school days or a timeline that is established by the teacher
5. View the video at the school and complete the required ethics training within 5 days
6. Submit work to the designated administrator

#### Second Offense – Reflective Essay

##### Steps to Complete

1. Teacher will contact parent to explain incident
2. Principal will contact parent to explain Ethics Training process
3. Meet with principal to review incident and consequences
4. Work with teacher to complete alternate assessment within 4 school days or a timeline that is established by the teacher
5. Student will complete essay within 5 days
6. Submit work to the designated administrator

#### Third Offense – Potential Loss of Credit

##### Steps to Complete

1. Teacher will contact parent to explain incident
2. Principal will contact parent to explain Ethics Training process
3. Meet with principal to review incident and consequences
4. Student will lose credit if third offense is in the same class during a school year
5. Work with teacher to complete alternate assessment within 4 school days or timeline that is established by teacher

## **BACKPACKS**

Backpacks can be used by students to carry their books, electronic devices, and school related items throughout the day. In addition, students can request a locker to store their belongings. All backpacks should be stored under student desks/tables while in the classroom to ensure movement within the classroom is not restricted.

## **BEVERAGES**

There are specific AHS classrooms and labs where food and drink are never appropriate such as all computer labs, the auditorium and other areas where toxic chemicals are used. Food and drink should be kept away from all computers, and teachers may use their professional judgement within their classrooms.

## **BUS EXPECTATIONS**

School transportation is a privilege. Failure to comply with the following expectations, as well as any other rules established by the bus driver, may result in suspension from bus services and/or school for a specified period.

School Bus Expectations:

1. Immediately follow the directions of the driver.
2. Sit in the seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any objects.
8. No eating, drinking, or use of tobacco, drugs or alcohol.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Do not use the emergency exit unless so instructed by the driver.
12. Do not stand while the bus is in motion.
13. The bus driver has the right to make any additional rules that he/she feels is necessary for the safety of the students on the bus.
14. Students should be at their appointed pick-up five minutes prior to their assigned pickup time.
15. Appropriate behavior is expected at bus stops.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Electronic devices that are being used for educational purposes as approved by the teacher are OK. Computer related equipment such as laptops, handheld computers and graphing calculators may be used in the classroom with teacher permission.

If cell phones or other electronic devices are not being used for educational purposes, the following will occur:

1. Teacher will give the student a warning.
2. Teacher will ask the student to take the device to the office, and the student may pick it up at the end of the school day. The teacher will make a phone call home to the parent or guardian.
3. If the student refuses to turn in the device, administration will be contacted.

## **CHEMICAL POLICY**

While at school, to provide for the health and safety of all students and to enforce the state statutes, students may NOT, regardless of age, possess, manufacture, sell, consume, or be under the influence of any mood-altering chemical. This includes alcohol and any paraphernalia that may be associated with such mood-altering chemicals, such as pipes, wrappers, e-cigs, vape pens, etc. This rule applies to school buildings, school grounds, school buses, school activities, and at any school event regardless of location, such as Riverside Arena, Wescott Field, field trips, etc., as well as the "Safety Zone", which is defined as 300 feet or one city block, whichever is longer, beyond the public school property. Minnesota Statute 340A.503 states that no person under the age of 21 can buy, sell, possess, or use alcoholic beverages.

Students found in violation of this chemical use policy or state statutes will be subject to the following:

1. Immediate confiscation of the item in question.
2. The School Resource Officer may be contacted, and any evidence turned over to him/her. At the officer's discretion, further legal action may be taken.
3. Notification of parents about the incident.
4. The School Resource Officer and a school administrator will determine what disciplinary action will be taken.
5. Students, regardless of age, who possess or consume a small amount of an illegal substance or are determined to be under any influence of a mood altering chemical or related paraphernalia, shall be subject to disciplinary measures.

- Students, regardless of age, who manufacture or possess with the intent to sell or distribute an illegal substance will be considered for expulsion.

**DETENTIONS**

- Detentions may be assigned by teachers and will be served in that teacher’s classroom, before or after school.
- If a detention is assigned, students will be given notice ahead of time of the date and time the detention is to be served. This way, they can arrange to attend.
- If the student does not show up for their assigned detention, the parent/guardian will be contacted by the teacher and the student will serve detention after school from 3:05-3:35 pm. If they don’t show up for the rescheduled time, they will be referred to Administration.

**DRESS CODE POLICY**

Please refer to School Board Policy 504 for details regarding student dress.

**EXPULSION**

Expulsion is an action taken by the School Board to prohibit an enrolled student from further attendance for up to one calendar year from the date of the expulsion. The student has the right to request a hearing. Examples of behavior and conduct which could require such an action are: use and/or possession of drugs; use and/or possession of drug paraphernalia; use and/or possession of a weapon; accumulating an excessive number of days for ISS and/or OSS; or any action on the part of a student which threatens or endangers the safety and well-being of others.

It is the policy of Independent School District No. 492 that any student who brings a weapon to school may be expelled from school for a period of up to one calendar year. This is Austin Public Schools Weapons Policy #501. The Board may choose to alter that policy, on a case by case basis.

**HARASSMENT AND/OR VIOLENCE (RACIAL/RELIGIOUS/SEXUAL)**

Examples:	Harassment	Violence
Racial/Religious	Intimidation Hostile environment	Physical assault Touching
Sexual	Written or spoken advances Patting or pinching Intentional brushing against another's body Demanding sexual favors under threat or promise Any unwelcome touches	Grabbing Coercing/forcing Sexual touching or intercourse

Austin High School prohibits any form of racial/religious/sexual harassment or violence. This includes inappropriate behavior between all people: student and student, student and employee, or employee and employee. If a person believes that they are a victim of harassment or violence, they need to refer to the following policy. School officials will investigate all complaints.

Sexual harassment and sexual violence are forms of sex discrimination that violate Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.C.C. 2000 e, et seq., and MN Statute 363, the Minnesota Human Rights Act.

Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District No. 492 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The school district prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of Independent School District No. 492 to harass a student or an employee through conduct or communications of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of Independent School District No. 492 to be sexually violent to a student or employee.

The school district will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school district. For the full policy language, please see School Board Policy 413.

Copies of the sexual harassment and sexual violence policy are available in the Principal's Office at all the school buildings in the school district or from the School District Administrative Office. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the school district, or any third person with knowledge or belief of conduct that may constitute sexual harassment or sexual violence, should report the alleged acts immediately to the building principal. The school district encourages the reporting party or complainant to use the report form that is available from the principal of each building or from the School District Administrative Office.

**HAZING POLICY**

Hazing is defined as committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, for the student to be initiated into or affiliated with a student organization, or for any other purpose. For the full policy language, please see School Board Policy 526.

#### General Statement of Hazing Policy

1. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and during and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

#### Reporting Procedures

1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
2. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district Human Rights Officer (Director of Human Resources) or to the superintendent.
3. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the building principal immediately.
4. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

#### **IN-SCHOOL SUSPENSION (ISS)**

If a student's behavior and conduct are determined by an administrator to warrant removal from the classroom, the student may be placed in the ISS disciplinary classroom. Students assigned will be issued a formal In-School Suspension notice that will be sent to the parent/guardian. Upon completion of the work, students will receive credit for assignments or work missed while in ISS.

#### **ITEMS WITH WHEELS**

Items with Wheels are not to be used inside the school building at any time. Violations of this rule may result in the equipment being confiscated.

#### **OUT-OF-SCHOOL SUSPENSION (OSS)**

If a student's behavior and conduct are determined by an administrator to warrant removal from the school building, the student will be placed on OSS. Students assigned OSS will be issued a formal OSS notice that will be sent to the parent/guardian. OSS absences do not count as unexcused absences. A conference with the issuing administrator, the student, and the parent/guardian may be required for re-admittance to the school. Course work missed will be made available. Upon completion of the work, students will receive credit for assignments or work completed while on OSS.

#### **PROFANE AND/OR OFFENSIVE LANGUAGE**

Offensive language or verbal abuse of others will not be tolerated. Disciplinary action may result if the student cannot abstain from using offensive language. It may also be referred for possible legal action, such as disorderly conduct.

#### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection, of a sexual nature, such as hugging and kissing, are not appropriate in a school environment.

#### **REMOVAL FROM CLASS (RFC)**

If a teacher needs assistance with a student from an administrator, the teacher will call the office. The teacher may have the student wait in the hall until the administrator arrives. When the administrator arrives, the administrator will process with the student and speak to the teacher about the incident. The administrator will determine the next course of action. Types of inappropriate behavior that could lead to a student being removed from a class for the day include but are not limited to insubordination, inappropriate language, inappropriate behavior, etc.

#### **SCHOOL SAFETY AND SECURITY PROCEDURES**

Students are responsible to follow all school safety and security procedures. Students should report suspicious activities or items, keep doors securely locked, and follow emergency plans.

#### **TOBACCO USE**

Students, regardless of age, are not allowed to consume, ingest, or use, in any manner, any tobacco products while on school property. Student using any tobacco product, or related devices, on any school property shall be subject to disciplinary action. The number of violations is cumulative for grades nine through twelve. Minnesota Statute 609.685 states that whoever uses tobacco related devices and is under the age of 18 is guilty of a petty misdemeanor.



## **VII. COMMUNICATION**

### **CAMPUS ANNOUNCEMENTS**

Any information for Campus Announcements must be shared with administration before it will be added. It is each student's responsibility to check campus announcements. Announcements are shared through the scrolling announcements in the AHS Commons. Announcements are also often shared over the loudspeaker.

### **DELIVERIES**

There will be no deliveries of balloons, flowers, or gifts at Austin High School. Food deliveries for students will not be accepted by the AHS office unless delivered by a student's parent/guardian.

### **MEDIA PARTICIPATION**

On occasion, students may be interviewed or photographed by local reporters for school news. The school will honor students' written requests to have their names or pictures omitted from any or all such publications.

### **MESSAGES**

Only emergency messages from a legal parent/guardian will be delivered to students during the school day.

### **PARENT/STUDENT PORTAL**

Parent Portal is a convenient home-to-school communication tool that allows parents to enhance their involvement by keeping track of their children's academic progress online via the school district website on the internet. Parents visit the password-protected site to view school program announcements as well as their students' schedules, grades, assignments, daily and period attendance, course history, and health/immunization data. If parents/guardians have questions about accessing the portal, they may request information at [portal@austin.k12.mn.us](mailto:portal@austin.k12.mn.us).

### **POSTERS**

Posters must be approved by the co-curricular advisor and signed by a school administrator before being placed anywhere within the building. Posters must be hung on cork strips or bulletin boards. The group that hangs up the posters is also responsible for taking them down. Any unauthorized poster will be removed and discarded.

### **PROGRESS REPORTS**

Progress Reports will be posted on Parent Portal three times per semester (mid-quarter, quarter, mid-quarter). An e-mail and portal notification will be sent when progress reports are available on Parent Portal. Parents/Guardians can contact the office at 460-1805 to have progress reports mailed home. Parents/guardians are encouraged to contact the student's teachers if they have any questions about the student's academic progress. If possible, please use email to contact teachers. Teachers' email addresses are in the front of this handbook.

### **REPORT CARDS**

Report cards which contain semester grades are available on parent portal at the end of each semester. Report cards will be mailed home two times a year if requested.

### **SCHOOL CONFERENCES**

In addition to scheduled conferences, parents/guardians and students are invited to confer with teachers at any time via email or telephone. Email addresses and phone numbers for teachers and administrators can be found in the front of this handbook and on the school's website. Disciplinary conferences are arranged through the Administrative Office.

### **STUDENT IDENTIFICATION CARDS (IDs)**

Students will be issued a student identification card upon registration. Students are required to carry this card during the school day. In addition to identification, this card is used for accessing the lunch account, checking materials out of the library, re-entry to the building during the school day, riding the bus, and entry to activities if applicable. If the identification card is lost, a second one will be issued at no charge. All subsequent ID cards can be purchased for \$5.00 in the Main Office.

### **STUDENT SURVEYS**

Written notice will be given to parents when surveys, collection and use of survey information for marketing purposes and certain physical examinations are to be given to Austin High School students. All surveys will be available for parents to examine. For the full policy language, please see School Board Policy 520.

A parent or eligible student has the right to receive notice and an opportunity to opt the student out of participating in:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
2. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

## **VISITORS**

Austin Public Schools recognizes the importance of parents and guardians supporting our schools by observing classroom instruction. We welcome visitors. However, we reserve the right to closely monitor school visitors in order to minimize disruption of instruction.

## **VIII. EMERGENCY DRILLS**

### **CANINE SEARCHES**

Austin Public Schools has teamed with the Austin Police Department to use canine search dogs at various times during the school year. This is a proactive effort to promote a safe and drug-free environment in our schools. We hope never to find any contraband and that our efforts at prevention will discourage prohibited items from coming onto campus. The search will be used to detect contraband in school buildings and on school grounds, including in parking lots. When the search is on school grounds, any school building on said grounds will put a school drill into effect. We expect this process to cause a minimal distraction to the learning environment as instruction will continue. If contraband is detected, the school will conduct the investigation and issue any consequences in accordance with the school boards' policies and procedures.

### **FIRE DRILLS**

Fire drills are held at least five times per year as required by state statute. It will be each student's responsibility to be familiar with the fire drill procedure. Everyone must evacuate the building during a fire alarm. Students are expected to follow the direction of the classroom teacher. Willful tampering with the fire warning system, fire extinguisher and hoses, flashing strobe lights, or the automatic door closer is dangerous and illegal; it will be dealt with accordingly.

### **SCHOOL BUS EVACUATION DRILLS**

School Bus Evacuation Drills are held at least once each year, as required by state statute. The bus company and the school administration will arrange for the time and places for these drills.

### **TAKE-COVER DRILLS**

Take-cover drills are held at least once each year, as required by state statute. Each student is responsible for being familiar with the take-cover procedure. Students are expected to follow the direction of the classroom teacher.

## **IX. SERVICES**

### **BREAKFAST AND LUNCH PROGRAM**

Student courtesy and consideration are expected. It is recommended that all food be eaten in the cafeteria. Grab and Go Breakfast may be eaten in the hallways and students are expected to clean up their materials. Please clean up your lunch table and deposit all food wrappers and beverage containers in the proper receptacles and take trays to the dish return area in the front of the cafeteria. All students are to remain in the cafeteria during their assigned lunch time. Students can be excused for restroom use by the lunchroom supervisors.

The computerized meal program operates as follows:

1. Each student has his/her own meal account and meal account number.
  2. The individual student's meal account number is the same as the student's school ID#. The ID# will be imprinted in bar code format on the student photo ID card.
  3. Meals can be purchased with cash, check or a meal account debit.
1. Student photo IDs are required for a meal account purchase. Students will scan their student ID# bar code at the cashier point of sale. Students are not allowed to charge "A la Carte" items to a meal account if the account is at or below zero dollars.
  2. Meal account deposit options:
    - a. Deposits can be made at the point of sale. All cafeteria cashiers will accept deposits.
    - b. Deposits can be dropped off or mailed to the District Cashier Office:

Food & Nutrition District Cashier  
Austin High School  
301 3<sup>rd</sup> St NW  
Austin, MN 55912
    - c. Deposits can be made on-line at [www.austin.k12.mn.us](http://www.austin.k12.mn.us) Family, School Lunch Payments, [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or by phone at 1-877-237-0946. The student's account balance and the previous two-week history of the account can be viewed at this number/website.

### **COLLEGE & CAREER CENTER**

An extension to the AHS Counseling Office is the Austin High School College and Career Center. The AHS College and Career Center provides a variety of resources for college and career planning. Students can obtain information on two and four-year colleges, universities, and technical schools. Other resources include placement testing, test preparation, financial aid information, scholarships, and career options. Students can also utilize online resources such as MCIS (Minnesota Career Information System) and Parchment (electronic sending agency) to help meet their college and career aspirations.

## **COMMONS**

The Student Commons is in the middle of the building. It is a place to meet and talk with friends before and after school. Take care of this space. It is a very open and visible part of our school. Students are expected to keep this area neat and clean.

The Student Commons is designed to be a Flexible Learning Area during the school day for staff and students. Teachers can reserve this space to use for their classes. The space is also used for Grab and Go Lunch during B and C lunch periods.

## **COUNSELING**

A student support professional (SSP) is a person who is a specially trained professional working with and helping students understand their unique concerns, problems, feelings, or surroundings. Their main goal is to help students better understand themselves so they can make better decisions about life.

SSPs can help with a variety of situations: adjustment to school, concerns about personal life, chemical health concerns, mental health issues, difficulty with family problems, future education decisions, planning a career, or finding a job. Students are encouraged to make an appointment in the Counseling Office to see their school counselor. A visit is encouraged if there are problems. The school counselor ensures the right to privacy, freedom of choice, and confidentiality of students, parents, and staff. SSPs are mandated reporters.

The goal of AHS counselors is to meet students' academic, social, and emotional needs. As counselors, they have access to community resources which can assist students and families, including the Mower County Collaborative which is outpatient therapeutic services through Gerard Community Mental Health. Students can obtain a wide variety of help, resources, and referrals by contacting the AHS Counseling Office for more information.

The AHS Counseling Office is in the Commons. Building passes to the Counseling Office can be issued by any staff member.

## **ELEVATOR USAGE**

Persons with physical impairments may, upon approval from the Nurse's Office, use the elevator located on the west side of the main building. Any student using this elevator without approval will be referred to an Administrator for disciplinary action.

## **HEALTH SERVICES**

The purpose of the school health program is to maintain, improve and promote the health of our student population. The Austin High School Health Office is staffed by a registered nurse and a health secretary. The office is located by entrance #5 on the west side of the high school. The health office is a space where ill students can rest until they are able to return to class or are placed under their parent's care. It is a site for health screening procedures, a center where health records are located and an area where nursing procedures are done so that students can participate as fully as possible in the least restrictive educational setting. Health service staff will provide first aid as needed for injuries. Nurses cannot diagnose specific conditions but may provide referrals to the student's health care provider. An appointment can be made with the nurse for health-related questions or concerns. Students using Health Services are required to obtain a pass from their teacher.

### **Illness**

Students that need to leave school due to illness must check out through the Health Services Office. Students will only be released when a parent, guardian, or authorized person has given health office staff permission. Cell phones and teacher phones should not be used to contact parents when students are ill. Students should report to the health office first, and then contact can be made with parents or guardians.

### **Immunizations**

According to Minnesota law, each student must provide a record of immunizations upon enrollment. Students that do not meet the requirements of the law will not be able to attend school. Feel free to visit the health office if you have questions about your immunization status.

### **Prescription Medication**

Austin Public Schools recognizes that some students may need medication during school hours. The school district has implemented policies and procedures to make sure these services are delivered to students safely. Prescription medications require an authorization form that is signed by the medical provider and parent. The medications must be brought to school by the parent in the original pharmacy labeled container. Prescription medications must be kept in the school health office. The only exception is for students that need immediate access to a quick-acting inhaler or an epi-pen. For these, signed permission from the physician is required each school year.

### **Over-the-Counter Medications**

Secondary students can carry and self-administer over-the-counter pain-relieving medication, such as Tylenol or Ibuprofen. To do this, a contract must be signed each school year by the parent and student. No products containing ephedrine or pseudoephedrine are allowed for self-carry. Students that require a higher dose than is indicated on the bottle will need a signed physician order. Please feel free to reference our medication policy on the school website.

## **HOMEBOUND INSTRUCTION**

Homebound Instruction is available for students who will be absent from school for medical reasons for more than fifteen (15) days. A medical form must be signed by the student's doctor and returned to the Counseling Office before a schedule of home instruction classes will be prepared.

## **KEY CARD USAGE**

Students with physical impairments may request the use of a key card to access the Annex Building from the Main Building. Students should sign the appropriate form in the Main Office with the Principal's Administrative Assistant to request a key card.

## **LOCKERS**

One locker and one school lock will be assigned to each student if requested. Students are expected to use only their assigned locker and lock. Any problem with the assigned locker or lock should be reported to the Main Office. The school is not responsible for theft from lockers. All lockers are the property of Austin Public Schools and are subject to inspection by school personnel with or without the presence of the student. For the full policy language, please see School Board Policy 502.

## **LOST AND FOUND**

The Lost and Found is in the Main Office. Students should file a report in the Main Office if articles have been lost or stolen. All articles not claimed will be donated to a local charity.

## **MEDIA CENTER**

The Media Center is open Monday-Friday from 8:00AM-4:00PM. AHS is part of the South East Libraries Cooperative (SELCO) regional library network. Students can search the catalog, borrow from other libraries via Inter Library Loan (ILL), manage their library account and search the online databases by going to [www.selco.info](http://www.selco.info) and use their library card number and PIN found on the Media Access tab in Student Portal. Books can be checked out for three weeks. All students using the Media Center need to have a pass from their teacher and sign in for attendance purposes.

## **OPEN LUNCH**

Students in grades 11 and 12 may leave the campus during their lunch period if parents have given written consent assuming full legal responsibility. Students are expected to conduct themselves in a manner that reflects positively on Austin High School. Juniors and Seniors must have their ID to re-enter campus through Door #1 or to leave the lunchroom. Students must be considerate of business establishments and neighbors around our school. If behavior or academic standing warrants, open lunch privileges may be rescinded.

## **PARKING**

Students are required to have a parking permit to park in school parking lots. Only Seniors who have good attendance can apply for these parking permits. The cost of a parking permit is \$75.00 per year. The South Hastings Gym Lot is the designated lot for students with a parking permit.

Violators will be ticketed and/or towed at the owner's expense. Students in violation of any parking requirements may be subjected to permit suspension or revocation and/or appropriate school discipline when applicable. Any vehicle parked on school property is subject to being searched. Students without a parking permit will need to find parking spaces off school property. Austin City Hall also sells parking permits for the two parking lots located one block east of Austin High School. For the full policy language, please see School Board Policy 527.

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer's Office is in the Main Office area. Students may contact this office for assistance.

## **VOLUNTEERS**

Parents and adult family members are encouraged to volunteer at their child's school and with the Austin Public School system. Volunteers provide a valuable service to all students and staff. Volunteers must complete an application and background check before serving students affiliated with Austin Public Schools. Minnesota requires a school hiring authority to request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Volunteers must also abide by confidentiality and ethical standards set out by the district for all district staff. Volunteer applications are available online on the district web site. The district will cover the cost of the background check. Background checks can be completed online at [www.austin.k12.mn.us](http://www.austin.k12.mn.us), Parents, Background Check.

## **X. STUDENT RIGHTS**

### **PLEDGE OF ALLEGIANCE**

All students and staff are encouraged to actively participate in the recitation of the Pledge of Allegiance. Minnesota Statutes, Section 121A.11 reads: All public and charter school students 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:

(1) by each individual classroom teacher or the teacher's surrogate; or

(2) over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so; students and staff must respect another person's right to make that choice.

### **STUDENT PRIVACY LAW**

Each year our high school prepares an online student agenda and a yearbook. The school will honor students' written requests to have their names or pictures omitted from any or all such publications. If no request is made, the name and/or picture will be included when appropriate. The same procedure will be followed when being interviewed by local media.

### **STUDENT RECORD INFORMATION DETERMINED TO BE PUBLIC**

Independent School District No. 492 will maintain information relating to all students. This information will be public. Parents/guardians, or students age 18 and over, may request in writing that directory information not be released. The directory information includes:

1. Student's name, address, phone
2. Date and place of birth
3. Dates of enrollment and attendance information
4. Weight and height of athletic teams
5. Degrees and awards received
6. Participation in officially recognized activities
7. Most recent educational agency or institution attended by the student
8. Permission to release photograph
9. Names and pictures of students participating in or attending co-curricular activities, school events and High School League activities or events.

## **XI. TECHNOLOGY**

### **APS TECHNOLOGY HANDBOOK**

The Austin Public School District (APS) views the use of electronic resources as crucial to the delivery of its educational program and expects that all students will use electronic resources. All students will be given access to electronic resources unless the school is notified in writing by the parent/guardian.

It is the policy of APS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege comes responsibility for the parent and for the student. Rules and guidelines are in effect before, during, and after school hours, for all APS computers whether on or off the school network. All files stored on APS equipment or the networks are property of the district and may be subject to review and monitoring.

Failure to comply with APS policies may result in disciplinary action. APS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. APS reserves the right to confiscate the property at any time.

The APS 1:1 Technology Handbook will be reviewed with students at the beginning of the school year and is available in its entirety on our web site [www.austin.k12.mn.us](http://www.austin.k12.mn.us) District Offices, Technology Services, 1:1 Technology Handbook.

### **INTERNET USE AND ABUSE**

Austin Public Schools offers a WI-FI network for students. This network is reserved for educational purposes. For information about the Acceptable Use Policy, visit our web site at [www.austin.k12.mn.us](http://www.austin.k12.mn.us) District Offices, Technology Services. Students who do not agree to be bound by the terms of the AUP will be given an alternative plan per administration. All students have Internet access available to them. Anyone using the Internet at school must follow the rules. In addition to Internet use, each student is provided online storage on OneDrive through their Office 365 account. For the full policy language, please see School Board Policy 524.

Students who do not abide by the following rules may lose their privilege to use the district network:

1. If a student sees a classmate using the Internet in a way they think is wrong, they will report it to their teacher or their parents.
2. Students must follow all federal, state, and local laws. This includes but is not limited to copyright and fair use practices.
3. Students are not allowed to use the district network to hurt, scare, or intimidate others.
4. Students cannot send pictures that show naked bodies.
5. Students should not use the district network for monetary gain.

6. Students should always send polite and friendly messages. They should not use inappropriate language that could be interpreted as racist, crude, vulgar, or profane (swearing).
7. Students should protect their privacy by not sending personally identifiable information such as phone number and home address. This would include similar information of others.
8. The school is not responsible for data loss if the computer is lost, damaged, or stolen. Students are provided storage online to save their data.
9. The school cannot guarantee that information students get on the Internet will always be the truth or will always be correct. Information found on the internet should be carefully scrutinized.
10. Students should use only the device assigned to them and keep their login information to themselves.
11. Students should take care of their computer and avoid damage. Fines may be imposed for malicious damage.
12. Information found online should be properly documented and not plagiarism.