

***Orono
High School***

SPARTAN

***Student and Parent
HANDBOOK***



2021-2022

WELCOME TO ORONO HIGH SCHOOL

Welcome to Orono High School for the 2021-2022 school year! OHS is a community of learners that includes students, teachers, counselors, administrators and support staff who share one mission – *to deliver exemplary education while promoting high expectations for all* - in an environment where all learners are respected and valued, and the rights and responsibilities of all are upheld. We wish each of you a successful year filled with wonderful and challenging learning experiences.

This handbook has been prepared to help you become acquainted with OHS and to clarify the expectations of our school community, along with the values that guide our conduct. Those values of character include honesty and trustworthiness, fairness, citizenship, respect, care, and responsibility. We are extremely proud of our students whose initiatives contributed to our district's *Minnesota State School of Character Award*. Our expectations are high, and we support our students in their achievement through a successful, positive educational experience.

This handbook is also intended to serve as a guide for our students and their parents/guardians regarding school procedures and district policies, and it should be used along with information that is provided throughout the school year. It is the responsibility of each Orono High School student and parents/guardians to become familiar with this handbook's contents. Please take a moment to review this handbook with your student.

We wish you a great school year.

Sincerely,

Dr. Amy Steiner, Principal
Jeff Aman, Associate Principal
Orono High School Faculty and Staff

OHS Contacts
Office-952-449-8400
Attendance-952-449-8401
Fax-952-449-8449
Web Site-www.orono.k12.mn.us

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ORONO HIGH SCHOOL FACULTY AND STAFF

Administration

Dr. Amy Steiner – Principal (952) 449-8405
Emmie Johnson – Adm. Asst. (952) 449-8407
Jeff Aman – Associate Principal (952) 449-8406
Heather DeLong – Adm. Asst. (952) 449-8408

Activities

Bucky Mieras – Activities Director (952) 449-8414
Sigrid Heinen – Adm. Asst (952) 449-8409
Michelle Goudy – Athletic Trainer (952) 449-8428

Guidance & Support Services

Shana Borgen (952) 449-8411

Student Last Names:

Grades 9 – 12 A - Ha

Kathryn Haagenson (952) 449-8410

Student Last Names:

Grades 9 – 12 He - N

Jamie Menne (952) 449-8422

Student Last Names:

Grades 9 – 12 O - Z

Christina Gottwalt – Registrar/Secretary (952) 449-8413
Susan McCabe – Guidance Clerk (952) 449-8412
Jane Leeper – School Social Worker (952) 449-8466
Brandy Randall – Coordinator for Gifted/Talented (952) 449-8373
Ericka Ronnings – Psychologist (952) 449-8458
Jay McCoy – Police Liaison Officer (952) 449-8324

Health Office

Ann Turner – Health Clerk (952) 449-8417
Janet Franzen – District Nurse (952) 449-8317

Media Center

Mary Bischoff – Media Specialist (952) 449-8419
Barbara Klein-Ehalt – LMC Clerk (952) 449-8338 ext 7125
Joel Mellor - Tech Support Specialist (952) 449-8338 ext 7124

Faculty

Applied Academics

Keith Jurek – Marketing
Lisa O'Halloran – Business
Leslie O'Meara – Business
Mark VonderHaar – Technology

English

Sarah Cole
Kelsie Balon
Jessica Frie
Kyle Ann Herring
Jennifer Ivers
Jarrett Lundquist
Grace Nohner
Larry Williams

Fine Arts

Tim Arnold – Instrumental Music
Kelsie Balon – Theater Arts
Nichole Brenna – Vocal Music
Sarah Cole – Media Arts
Jayne Hudgins – Visual Arts
Shannon McCauley – Vocal Music
Kirsten Pardun-Johannsen – Theater Arts
Jennifer Runck – Instrumental Music

Math

Jesse Alex
Kaila Frank
Kristin Frey
Bryan Goudy
Nathan Porter
Virginia Sherrill
Michelle Swenson

Physical Education/Health

Kristen Hintz
Ann Peiler
Barry Wohler

Science

Jeremy Buch
Jessica Curtis
Renate Fiora
Tom Borrell
Andrew Kahler
Greg Pusch
Bryce Rasmussen
Sandhya Singh

Social Studies

Charlie Bohl
Donna Ferber
David Herring
Sarah Ibs
Dennis Lynn
Michelle Naylor
Jeff Weiland

Special Education

Iris Erickson
Jennifer Henry
Jody King
Mark McConnell
Erin Murray
Jessie Schuett
Jill Sowada, ELL
Lee Starr
Philip Troy

World Language

Paul Ivers – Spanish
Gretchen Ospina – German
Robbie Smalling – Spanish
Joseph Suchomel – German
Shiow-Jen Sun – Chinese
Lori Wooley – Spanish

NOTICE TO PARENTS AND GUARDIANS:

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.



Where Excellence is a Tradition

Mission

*The unique purpose for which
Our school district exists and
the specific function it performs*

**Our students will maximize their potential in life
because of their experiences in Orono Schools**

Values

*The fundamental convictions and character
of our school district*

Excellence

Reaching the highest levels of personal achievement
for our students, staff, and administration

Fortitude

Building qualities of courage, perseverance and resilience

Relationships

Respecting and caring for all members of our community

Inclusion

Embracing diverse and unique needs, backgrounds, ideas and talents

Global Perspective

Inspiring learners to be engaged citizens in the modern world

Stewardship

Demonstrating constant accountability through responsible planning and use of resources

Guiding Principles

*Established guidelines
within which the district
will accomplish its mission*

We will ...

- Use every resource to its maximum potential
- Engage all learners
- Sustain and build upon current efforts
- Build citizens for the modern world
- Reflect our values in all decisions

Goals

*Desirable and measurable
end results for our
stakeholders*

Scholarship

Students will engage in personalized and rigorous learning practices and programs, leading to high levels of achievement for all

Character

Student and staff members will understand and model the core ethical values that lead to good character

Relationships

We will build relationships that assure understanding and support of education through engagement and communication



At Orono High School

Our Mission

At Orono High School, our administrators, faculty and staff members are committed to producing graduates who lead the nation and compete globally.

Our Goals

Scholarship

Orono High School will develop critical thinking and problem-solving skills that empower students to apply their learning in a global and ethical framework. We believe in providing a challenging curriculum that is current, relevant and meaningful; and we promote the spirit of inquiry, expression of creativity, and positive risk-taking.

Character

We will examine and improve school culture and climate through an understanding of character development theory and practice values of character including honesty and trustworthiness, fairness, stewardship, care, and responsibility. It is also our expectation that everyone be treated with dignity and respect.

Relationships

We will build relationships that model, invite and honor personal responsibility and citizenship in and to the community through engagement and communication

STUDENT LEADERSHIP FOR CHARACTER



“Through character education, student leaders can move into a generation knowing full well how much character truly counts”-Peter Goelz, Orono High School -Class of 2010

Every day, through their leadership and commitment, students at Orono High School significantly influence and contribute to their school community culture and to the environment in which they learn and grow. By their actions and their words, OHS students articulate their vision for the school community they wish to be a part of and accept responsibility, as individuals, to make that vision a reality.

Character Counts Even When No One is Watching

SCHOOL PRIDE

OHS Colors : NAVY AND SCARLET

Nickname: SPARTANS

SCHOOL SONG:

**Stand up and cheer for good old ORONO
Spartans, we want to see you go;
Our team will fight for us,
Our team will win for us,
and show the foe we really know the game.
Rah! Rah! Rah!
Fight on, you Spartans – fight for victory
Show them we'll beat the foe.
We will win the game, and with it fame,
So, fight for good old ORONO!**

OHS
STUDENT RIGHTS AND RESPONSIBILITIES

AT ORONO HIGH SCHOOL.....

EVERY STUDENT HAS THE RIGHT TO:

- ❖ A meaningful learning experience
- ❖ An appropriate curriculum
- ❖ An educational environment that is safe from physical, emotional, sexual or verbal abuse
- ❖ Consistent and fair discipline based on due process and a discipline policy based on developmental and progressive responses to inappropriate behavior

EVERY STUDENT HAS THE RESPONSIBILITY TO:

- ❖ Be responsible for their own behavior
- ❖ Be active learners by taking responsibility for their own learning
- ❖ Respect the rights of fellow students and school personnel
- ❖ Be supportive of the learning environment
- ❖ Obey school rules
- ❖ Obey city, state, and federal laws
- ❖ Attain the best possible level of academic achievement
- ❖ Respect school and community property
- ❖ Seek support, if needed, from appropriate school personnel

2021-2022 ORONO HIGH SCHOOL SPARTAN CALENDAR

July 2021						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	NT	NT	28
29	TW	TW				

September 2021						
S	M	T	W	Th	F	Sa
			TW	TW	P	4
5	6	P	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Orono High School Schedules

Regular Schedule (M,W,F):

HOUR	TIMES	MINUTES
1	7:50 - 8:39	49
2	8:43-9:32	49
3	9:36-10:25	49
4	10:29 - 11:18	49
5A lunch	11:22 - 11:46	24
5B lunch	11:51-12:15	24
5C lunch	12:20-12:44	24
6	12:48-1:37	49
7	1:41-2:30	49


October 2021						
S	M	T	W	Th	F	Sa
					1	2
	4	5	6	7	8	9
10	11	12	13	14	15	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	Th	F	Sa
	1	2	3	4	P	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Intervention Schedule (Tues, Thurs):

HOUR	TIMES	MINUTES
1	7:50 - 8:33	43
2	8:37 - 9:20	43
Intervention	9:20 - 9:50	30
Snack	9:50 - 10:00	10
3	10:00 - 10:43	43
4	10:47 - 11:30	43
5A lunch	11:34 - 11:58	24
5B lunch	12:03 - 12:27	24
5C lunch	12:32 - 12:56	24
6	1:00-1:43	43
7	1:47-2:30	43



January 2022						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	24	25	26	27	P	29
30	31					


February 2022						
	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	P	22	23	24	25	26
27	28					


March 2022						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


April 2022						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	P	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


May 2022						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


June 2022						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8		P	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


 First day of school


 Last day of school/Regular Schedule


 School not in session K-12


 School not in session K-8


 Professional Day


 Last Day of Semester

 OHS Finals (3 days)

 Homecoming/Winterfest Week

 New Teacher Orientation

 Teacher Workshop

 Graduation: Thursday June 9th

OHS Parent Teacher Conferences

1st SEMESTER OHS CONFERENCES:

- Mon., 11/22 3:30 to 7:30 pm
- Tues., 11/23 7:30 am to 7:30 pm

2nd SEMESTER OHS CONFERENCES:

- Tues., 4/5 3:30 to 7:30 pm
- Thurs., 4/7 3:30 to 7:30 pm

I. PARENTS & SCHOOL **COMMUNICATION - INVOLVEMENT -** **PARTNERSHIP**

Students benefit when families and schools work together, and at Orono High School we look forward to working with you, as partners, in providing the very best educational experience possible for all our students. Please call when you have concerns or questions. Students and/or parents who would like a conference with an administrator, teacher, or counselor should make arrangements directly with them. All teachers, principals, social workers, counselors, and administrators can be reached by phone or e-mail. **Specific concerns regarding your child should be discussed initially with the teacher. Then, if you continue to have concerns, contact an OHS administrator.** To talk with your child's teacher or leave a message, call **952-449-8338**, then the teacher's extension number. Calls will be returned as soon as possible. To meet with a teacher, please call the teacher directly to make arrangements.

E-mail addresses are universal for all OHS employees: first name.full last name@oronok12.mn.us.

FALL BACK TO SCHOOL NIGHT

Back to School Night is an opportunity for parents to meet teachers. Parents follow a shortened version of their student's schedule, allowing teachers 10-15 minutes to introduce their courses. **Please plan to attend this year's event on Tuesday, September 14, 7:00 p.m..**

CONFERENCES

First Semester Parent Conferences will be held **Monday, November 22, 3:30 p.m. – 7:30 p.m.; Tuesday, November 23, 7:30 a.m. - 7:30 p.m.** **Second Semester Parent Conferences** will be held **Tuesday, April 5, 3:30 p.m. – 7:30 p.m. and Thursday, April 7, 3:30 p.m. - 7:30 p.m.**

At these times, parents are invited to meet with their students' teachers for short conferences. If there is a need for a longer conference, please schedule the conference directly with the teacher.

PARTNERSHIPS

Building Better Schools Through Collaboration

There are many ways for parents and community members to be involved in the Orono School District. We know that your presence enhances our students' educational experience, and we welcome parent and community volunteers. To volunteer your time, please contact the school office, your child's teacher, or representatives of the Spartan Parent Association.

Parent groups are especially strong in the Orono School District. OHS parents work as partners with our school's administration, faculty, and staff to ensure a quality educational experience for all our students. These groups provide invaluable services to OHS through donations of time, talent and treasures.

SPARTAN PARENT ASSOCIATION

The Spartan Parent Association (SPA) relies on family memberships to fulfill staff requests for classroom needs. The group also provides volunteer services to the school. Meetings for parents are held throughout the year. Details about SPA activities are included in mailings and newsletters, as well as on the OHS web site.

This year's meetings are scheduled for **September 21 via Zoom, January 11, April 12**
All meetings are at **8:15 AM - 10:15 AM**. Jan and Apr locations TBD

Interested in SPA? Contact our SPA Chairs:

Chair: Stacy Royal sroyal@phatminds.com

Vice Chair: Theresa Finn theresa@hammerheadswimcaps.com

II. STUDENT PROGRAMS

ACADEMICS

ACADEMIC INTEGRITY

The faculty of Orono High School places a very high value on the education we offer our students and the diploma they earn. As a school community, we strive to develop, sustain, and protect an environment of **integrity, honesty,** and of **trustworthiness** which are part of the *Six Pillars of Character* that guide our conduct. **Integrity** is an essential quality in our education and in life. And, educational assessments, tests and assignments, are measures of a student's academic progress. Thus, honesty is required to ensure that a measurement of knowledge and skill is accurate. At Orono High School, we know that the whole process of learning is compromised by cheating, plagiarism, and other acts of academic dishonesty; and, we recognize that by practicing academic integrity today, our students will be better prepared for success in their post-secondary educational endeavors.

Our students are expected to pursue learning with integrity.

As a learning community, we have articulated those actions that constitute academic dishonesty as follows:

Plagiarism: The use, whether deliberate or unintentional, of an idea, a phrase, a fact that is not common knowledge, or materials from a source without proper acknowledgement of that source in a work for which the student claims authorship; the misrepresentation of sources used in a work for which the student claims authorship; the improper use of course materials in a work for which the student claims authorship; the use of papers acquired online or written by someone else and turned in as one's own work. Copying and turning in another student's homework as one's own is an act of plagiarism.

The risk of plagiarism can be avoided in written work by clearly indicating, according to accepted referencing guidelines, the source of any idea or wording that is not one's own. Cite sources regardless of whether the material is quoted directly or paraphrased.

Fabrication: Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate.

Cheating: The attempt to claim credit for learning that is not one's own, including but not limited to:

- Copying/turning in homework as your own
- Unauthorized collaboration with others in doing research or preparing assignments
- Improper use of internet sites or electronic devices
- Unauthorized use of books, notes, calculators, or discussion with others on an assignment
- Looking at another student's test or attempting to communicate with other students during testing
- Obtaining an examination prior to its administration (also theft)
- Allowing another student to do one's work and submitting it as one's own
- Obstructing or interfering with another student's academic work

Theft: Taking teacher-prepared materials or records and/or using a teacher's computer without specific permission.

Facilitation: Assisting another student in an act that violates the standards of academic integrity, including but not limited to:

- Allowing another student to see one's answers during a test
- Sharing test questions with another student prior to their taking the test
- Sharing answers on a homework assignment or allowing another student to copy an assignment when collaboration is not authorized
- Sharing an assigned paper or other individual assessment that leads to an act of academic dishonesty
- Providing false information in connection with any academic honesty inquiry

TO AVOID FACILITATION:

Unless you are permitted to work together on an assignment, you should use caution when helping a classmate. Do not share a copy of homework or essays, questions or answers for exams/quizzes, or provide assistance when it is not allowed by the instructor. Sometimes students have tried to "help a friend", only to find themselves accused of facilitating academic dishonesty. It's good to remember that once you share something with another, by hand or electronically, you have no control over how it may be used. And, ask a teacher if you have any questions.

The consequences for violations of Academic Integrity are cumulative for all courses over a student's entire high school academic career and are listed in the CONDUCT ISSUES & CONSEQUENCES section of this handbook.

CURRICULUM

The Orono High School curriculum includes a wide variety of semester courses, and preparation for a variety of post-secondary programs is possible through college preparatory courses, technical training, and work experience. Refer to the registration manual for specific course descriptions. Teachers and counselors can help you with additional information about those courses or programs in which you may be interested.

ADVANCED PLACEMENT COURSES

Orono students have the opportunity to take college level classes while attending OHS through Advanced Placement (AP) courses. Completion of an AP course prepares students for an Advanced Placement Test that is administered in May. Students are responsible for payment of the difference between the cost of the exam and the amount reimbursed by the state. Students can use the AP Credit Policy Info tool on College Board's website to determine AP credit and placement policies for specific colleges or universities.

AUDITING, REPEATING, and MAKING UP CLASSES

Students must receive a passing grade in order to receive credit for a course, and a course that is required for graduation must be repeated until it is passed. Once the course has been passed and credit received, it cannot be taken a second time for credit. A student may, however, take a passed course a second time on an audit basis.

Taking a course for no credit requires the following:

1. The teacher must agree to accept the student.
2. A student must be carrying five other classes for credit.
3. A contract between the teacher and student must be agreed upon in writing.
4. Final approval must be obtained from the student's counselor.

CLASS RANK

Individual class rank is not printed on student transcripts. Rank is calculated and can be made available to students under specific circumstances. For example, if a student is applying for a scholarship or for admission to a post-secondary institution that will not accept an application without the reporting of a rank, we will produce a rank for that specific application. Students should see their counselor with question about class rank.

GPA

Students are provided with both a standard and weighted Grade Point Average (GPA). Standard GPA calculates all grades on a 4.0 scale. When calculating the weighted GPA, Honors, Accelerated, Enriched and/or AP course grades carry an additional 1.0 value.

CREDIT

All credit is granted on a semester basis. A half (1/2) unit of credit is granted for successful completion of a semester's work and a full (1) unit of credit indicates successful completion of a yearlong course (two semesters). Semester grades and credit are based on student achievement for the whole semester.

For additional information refer to Orono Schools' Board Policy 616.

<https://drive.google.com/drive/folders/0B144oyUK8jnZU3pONVZDc3J4NGc>

INDEPENDENT STUDY

Occasionally, there is a need to develop an individual program to meet a student's unique situation, and independent study programs are courses or projects that are designed to accommodate unique individual needs. These programs are offered only in cases where specialized need is demonstrated. A principal's prior approval is required. The credit awarded will depend on the type of program and its requirements. More information may be secured from your counselor.

CREDIT FOR COURSES TAKEN OUTSIDE SCHOOL

Students may want or need to take classes outside of the courses offered during our school day. These courses may be taken for enrichment or as make-up classes needed to meet minimum graduation requirements. There are a number of ways to take outside courses: at a partner college, through approved correspondence courses, or through homebound tutoring. Courses may also be taken outside of the regular school day: summer school, language camps, or night school. Normally, credit is given if the school or program is accredited and OHS receives an official transcript. **A counselor's pre-approval for the work to be considered as part of your high school transcript must be obtained.**

Credit for outside coursework is normally on a semester basis (one-half credit for a semester of work and one credit for a full year work). Occasionally, a student may be unable to finish a semester's work in a normal manner. On these occasions, counselors, working with our teachers and outside educational services, will develop an individualized educational plan. The primary goal of this plan is to provide a program that serves the best interest of the student. Final decisions on granting credit are left to the discretion of a principal.

CREDIT TRANSFERS

OHS accepts transfer credit for courses taken from accredited public or private high schools in grades 9 through 12. Counselors will evaluate the transcript from another school as it relates to Orono's graduation requirements.

DEMONSTRATION OF SUCCESSFUL LEARNER OUTCOMES – CREDIT FOR LEARNING

Students at any level are able to test out of a course if they can demonstrate competence in the skills, concepts, and objectives of the course. The assessment of this competence may include such tools as written or oral examinations, product or performance exhibits, or teacher input. Subject- area competency procedures related to course level outcomes may be utilized. See your counselor for more information on credit for learning.

ENGLISH LANGUAGE LEARNERS

The English Language Learners (ELL) program is intended for students of Limited English Proficiency (LEP). The ultimate goal of the program is to help the ELL student achieve the skills necessary to function effectively, using American English, within the mainstream classes appropriate to his/her age and grade level.

FOREIGN EXCHANGE PROGRAMS AND STUDENTS

A number of opportunities exist for OHS students to travel and study abroad under formal programs. Counselors have access to a list of approved programs and can help you identify and plan for those opportunities sponsored by various exchange programs. Careful planning with your parents and counselor is advised.

It is critical that credit for coursework taken abroad, in lieu of Orono courses, be pre-approved. Your counselor can help you evaluate this on a case-by-case basis, and you must return with a transcript of coursework completed abroad.

A number of students from other countries attend OHS for periods of time. A foreign exchange student is defined as one who plans to return to his/her native country during or at the end of the school year. All foreign exchange students must have a principal's permission to attend Orono High School, and they are expected to take at least six classes, including social studies, English, mathematics and science. **Foreign exchange students do not receive an Orono High School diploma, but do receive course credit that may be accepted by their home school.**

FOUR-YEAR PLAN

Each student starting OHS develops a four-year plan. This plan identifies the courses to be taken during the four years of high school. It should be reviewed each year before registering for the following year's classes. Your four-year plan should focus on meeting high school graduation requirements along with courses necessary to achieve your post high school goals. It is important that you select your courses based on what you expect to be doing after you graduate.

GIFTED PROGRAM

Consistent with Orono's philosophy that students should be challenged to achieve at a high level, opportunities are provided for academically gifted students within the regular classroom and through special offerings. The administration and the gifted coordinator identify eligible students and determine the needs and appropriate services for gifted students.

GRADING

A necessary responsibility of all educational institutions is the periodic evaluation of student progress. Grades can be viewed online through *ParentVue*. To access this option, contact the high school guidance office. Deficiency Reports are issued when there is a lack of adequate progress. **Only semester grades become part of a student's transcript.**

Letter Grade	Achievement Level	Valid Grade	Numerical Value (for GPA)
A	Superior	A	4.000
		A-	3.666
B	Above Average	B+	3.333
		B	3.000
		B-	2.666
C	Average	C+	2.333
		C	2.000
		C-	1.666
D	Below Average	D+	1.333
		D	1.000
		D-	0.666
F	Fail No-Credit	F	0.000

GRADING PERIODS

Grades are available for viewing online through *ParentVue*. Mid-term grades are merely an indication of the student's interim progress, while the final semester grade is based on the entire semester's work. Semester grades are the only grades that become part of a student's permanent record.

Academic Progress Reporting

On each midterm date, teachers will have their grades updated and posted on *ParentVue* for students and parents to access (teachers' most current postings are available on *ParentVue* throughout each term). The midterm dates are available on the high school calendar which can be accessed on the webpage. If parents cannot access *ParentVue* at home, they may email the high school registrar and a copy of their student's grades will be printed and mailed to the home.

HONOR ROLL

In order to be on the scholastic Honor Roll, a student must have:

3.666 Grade Point Average or higher = A Honor Roll

2.666 Grade Point Average or higher = B Honor Roll

MAKE-UP WORK

Students who have excused absences may make-up their work by consulting with their teachers about missing assignments and the time permitted to complete them. It is the student's responsibility to find out what work is incomplete and to finish those assignments within the allotted time.

MAKE-UP WORK ASSIGNED FOR A CLASS PERIOD IN WHICH THE STUDENT HAS BEEN RECORDED AS TRUANT, SKIPPING, OR UNEXCUSED MAY BE TURNED IN BUT MAY NOT BE GIVEN CREDIT

INCOMPLETE GRADES

Incomplete grades **must be made up no later than two weeks after the end of the next semester, unless a more specific date is agreed on in extraordinary circumstances.** If an "incomplete" is not resolved, the student's grade will be determined without the completed work. **Arrangements for completing unfinished assignments must be made with the teacher of that course.**

GRADUATION

REQUIREMENTS

For a student to graduate from Orono High School he/she must complete the requirements established by the state and by the Orono School District. Orono Schools require students to complete 24 credits in required and elective coursework to qualify for graduation. See the registration booklet for complete information.

Students are required to complete all graduation requirements prior to the graduation ceremony.

Teachers may set earlier deadlines on specific make-up work and individual assignments. The only exception applies to post-secondary students enrolled in college courses that end after our graduation date and who are

satisfactorily passing those classes. Specific approval by the administration is required. Students graduate from Orono High School upon completion of all graduation requirements and with the approval of the Board of Education.

EARLY GRADUATION

A student is certified for early graduation by filling out an application and obtaining the signatures of the parent/guardian, counselor, and principal. The forms are available from your counselor. Application for early graduation must be completed one quarter before the intended date of graduation. Early graduates may not participate in school programs.

PARTICIPATION IN THE COMMENCEMENT CEREMONY

The graduation ceremony is a voluntary activity. Students who participate are expected to adhere to the standards of the ceremony. Caps and gowns are required for participation. No alternatives, decorations or embellishments will be allowed.

Potential graduates must have all obligations to the school (fees, fines, disciplinary obligations, etc.) resolved prior to participation in commencement.

Graduation announcements are available for student purchase, along with cap and gown ordering, during the fall of the senior year.

NATIONAL HONOR SOCIETY

Admission to Orono High School's National Honor Society (NHS) follows the criteria required according to the constitution of National Honor Society which states: "Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service" (Article VIII: Membership). At OHS, faculty selects new members to the Orono chapter on the basis of these four demonstrated qualities. Membership is the highest honor that Orono High School can bestow upon those students who have exhibited exemplary academic and personal qualities.

NHS Selection Criteria and Process

1. Juniors and seniors are **eligible to be considered** for induction into the National Honor Society only if they have a cumulative Grade Point Average (GPA) of 3.700 or higher. Freshman and sophomores are never eligible, and students become eligible for membership upon completion of 4 semesters of high school.
2. Students who are "senior semester drops" or "official early grads" may be considered. No foreign exchange students may be considered.
3. Review for membership will take place during the first semester of a student's junior or senior year, and the GPA from the end of semester two of either a student's sophomore or junior year is used as the basis to choose eligible candidates.
4. Seniors can be considered a first or second time if they meet the 3.700 or better GPA.
5. Students must have been in full time attendance at OHS for a minimum of two quarters or one semester before they can be considered as candidates.
6. Students must complete a minimum of 10 hours documented community service in the Orono School District to be considered, and the Orono NHS Chapter will provide opportunities for students to fulfill the community service aspect.
7. Students who are eligible for consideration must submit a typed personal resume and a 300 word essay addressing the criteria of character and leadership, as these apply in their own lives, along with a signed consent form to be **confidentially** rated by the faculty.
8. **In compliance with the National Honor Society's constitution, four factors are used to determine which students from the list of eligible candidates will finally become members of NHS. These four factors are: Scholarship, Character, Service, and Leadership.**
9. One teacher will be appointed by the principal as a replacement member on the Council, in case of absence of one of the members of the Council, and the chapter adviser shall be the ex-officio leader of the Faculty Council.
10. The Faculty Council, consisting of five teachers appointed by the principal, will survey the faculty for ratings of each student in the four areas. Faculty members will rate each student with whom they are familiar in consideration of character, service, and leadership.
 - All teachers are given a rating sheet and are required to return it even if they choose not to rate even one student.
 - Each student must have been rated by at least five faculty members to be further considered.
 - A four-digit point total is numerically derived for each student by combining the faculty rating with the student GPA representing the fourth factor, scholarship.
 - The formula used in conjunction with a computer program is as follows:
EP= summation of the points N= grade point average

B= number of blanks completed 5(EP+2/3 B (3n-7)

- **The weighting is as follows: 33% GPA and 67% faculty rating (44% character, 11.5% service, and 11.5% leadership).** The derived faculty rating average, taken independently of the GPA, must be at least 3.000 or higher to be considered.
 - Faculty members will have the opportunity to mark "strongly recommend" or "strongly do not recommend" for each student on the survey, and the Faculty Council will interview the faculty member for his or her comments regarding these comments prior to voting on membership.
 - The Faculty Council will use the essay on character and leadership as consideration for each student who scores between 4.000 and 4.500 prior to voting on membership, however the essay will not be used as consideration for any student who scores above 4.500 from the survey.
 - The Faculty Council will verify the documented community service prior to voting for membership.
 - After reviewing the faculty's surveys and comments, as well as students' community service and, if necessary, the essays, the Faculty Council and National Honor Society Advisor will meet privately to evaluate eligibility.
 - The selection of each member to the chapter shall be by a simple majority vote of the 5 member Faculty Council.
11. This selection process is available to the public for review by interested parties.
12. No quota system is used as criteria for the number of students finally admitted.

Drugs, Alcohol, and Tobacco Consumption, Possession and Distribution

1. NHS members who receive drug, alcohol, or tobacco product (including e-cigarette devices) violations (see Student Handbook, VIII Conduct and Consequences p. 55 and Minnesota State High School League Rules of Eligibility) 2 times in their 4-year high school career will forfeit their membership.
2. First violation of drug, alcohol, or tobacco product (including e-Cigarette devices) consumption, possession or distribution of a current NHS member will result in probation for 1 semester.

In that semester the NHS member will:

- a. - complete an additional 12 hours of community service
 - b. - 6 of the 12 hours must be completed within a substance abuse program or its equivalent that has been approved by the NHS adviser
 - c. - write a letter to the NHS adviser reflecting on their experience with the substance abuse program
- Failure to complete probation will result in dismissal from NHS.

Cheating

Any NHS member caught cheating will automatically forfeit his or her membership.

Additional Information

The Faculty Council reserves the right to review any infraction and determine appropriate consequences that may incur which are not specifically addressed by this document or the NHS National Constitution.

Graduation Ceremony Recognition

Senior members **in good standing** earn the right to be recognized as National Honor Society members graduating "in good standing" in the graduation commencement ceremony program. They also earn the right to wear the NHS cord.

Senior members are considered to be in good standing if they have 1) completed their 12 service hours for both first and second semesters and 2) submitted these hours by **May 1** to the NHS adviser and Executive Board according to Orono NHS procedure.

Students who do not complete their senior year in good standing will be notified accordingly and will forfeit their right to be recognized in the commencement ceremony program.

OPEN ENROLLMENT AND VARIANCES

Two options exist for students who live outside our district's boundaries but want to attend Orono High School. A formal application for open enrollment must be turned in by January 1 of the year that the student wants to begin fall attendance.

A Variance is an agreement between school districts that allows students to attend a school outside their district's boundaries. This is similar to open enrollment except that attendance may be started at any time during the school year and permission must be obtained from the school district and the principal. A student who is not in good standing with their previous school or who is serving an expulsion will not be accepted under open enrollment or variance.

POST-SECONDARY SCHOOL OPTIONS

The Post-Secondary Enrollment Options Program enables qualified 11th- 12th grade public school students to enroll as full or part time students in courses or programs at some post-secondary institutions in Minnesota. The purpose is to promote rigorous educational pursuits and to provide a wider variety of options to high school students. 10th grade students may enroll in a career or technical course. Application forms are available in the guidance office. Orono High School will grant academic credit to a student who successfully completes the course or program attended, and credits count toward OHS graduation and subject-area requirements of the school district. There is no charge to the student for the costs of tuition, textbooks, materials or fees.

SPECIAL EDUCATION

Students who qualify in accordance with federal guidelines are served in OHS special education programs. These programs are individualized, depending on student needs. Generally, students are enrolled in mainstream classes and receive support through the Special Education Department that may be in the form of learning strategies, the development of alternative testing procedures, team teaching in mainstream classrooms, or other highly individualized strategies. For those students who are unable to do well in a required mainstream class, the Special Education Department offers alternatives through separate course work. Generally, special education course offerings include individualized English, math, social studies, health, science, life skills and study skills.

A parent, student, teacher, counselor, or principal may initiate a referral. Should planned instructional or educational interventions fail to produce a positive change in a student's behavior or scholastic standing, an assessment is necessary to determine a student's eligibility for special education service. Contact a counselor or special education teacher for information.

TUTORS

See a counselor if you wish to take advantage of a tutor's assistance. Adults and student volunteers are available in a variety of subject areas. While the school district expects that every effort will be made by the principal and involved teachers to help a student with his/her difficulties, a student's current teachers may not provide out-of-school "tutoring for pay" to the student or family during the student's school year. The district's community education maintains a master tutor list but will not endorse any particular tutor, perform background checks, or determine licensure status of the tutors listed.

For additional information refer to Orono Schools' Board Policy 617.

<https://drive.google.com/drive/folders/0B144oyUK8jnZU3pONVZDc3J4NGc>

VOCATIONAL-TECHNICAL

Programs are available at Hennepin Technical College during the regular school day. See additional information in the registration manual if you are interested in these programs.

STATEWIDE TESTING

Please see pages 20-22

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

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

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

Why does participation matter?

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

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

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

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

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

<p style="text-align: center;">Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p style="text-align: center;">ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Why are these assessments effective?

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

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

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

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____

Grade _____

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

I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____



CO-CURRICULAR ACTIVITIES and ATHLETICS

Orono High School offers a wide variety of athletic, academic, and fine arts activities along with a variety of clubs and service opportunities that provide students with multiple opportunities to explore their interests and talents, to enhance their leadership skills, and to practice initiative and cooperation.

Orono High School is a member of the Metro West Conference.

OHS ACTIVITIES

ACADEMICS

DECA	NATIONAL HONOR SOCIETY
MATH TEAM	DEBATE TEAM
QUIZ BOWL	(No fee if done solely as part
SCIENCE TEAM	of the class)
SPEECH TEAM	NEWSPAPER
YEARBOOK	(No fee if done solely as part
	of the class)

FINE ARTS

JAZZ ENSEMBLE
 JAZZ LAB
 DRAMA
 LITERARY MAGAZINE
 (MONTAGE)

LEADERSHIP

STUDENT SENATE
 LINK CREW

Academic teams generally meet in the fall and compete in the winter. Newspaper, Jazz Lab, Jazz Ensemble, and Leadership are year-long activities, and Drama activities' rehearsals and performances are listed on the OHS calendar.

ACTIVITY FEES

There is a \$55.00 activity fee which is assessed for each activity in which a student chooses to participate. **The exceptions are activities which are directly connected to a student's grade in a credit class.**

MSHSL

Students must meet Minnesota State High School League eligibility requirements to participate in OHS activities.

OHS ATHLETICS

FALL

Cheerleading
 Cross Country
 Football
 Swim and Dive - Girls
 Tennis – Girls
 Volleyball
 Soccer – Boys & Girls

WINTER

Basketball – Boys & Girls
 Dance Team
 Gymnastics
 Skiing - Alpine and Nordic
 Swim and Dive - Boys
 Wrestling
 Hockey – Boys & Girls

SPRING

Baseball
 Golf – Boys & Girls
 Softball
 Tennis – Boys
 Track & Field - Boys & Girls
 Lacrosse – Boys & Girls

Informational meetings are held prior to each sport season. Check our high school athletics/activities calendar for contests and other events. The district calendar contains information about all school activities. The MSHSL calendar contains information about all athletic events.

ELIGIBILITY

To compete on an interscholastic team and/or participate in co-curricular activities, a high school student must meet all current Minnesota State High School League and Orono High School's eligibility rules which include violations of the Minnesota State High School League and "Student Code of Conduct". **The Minnesota State High School League eligibility rules are available and may be accessed by going to the OHS website and the MSHSL link. Also, check with individual activities' advisors for eligibility rules associated with specific clubs and teams.**

For Orono Schools' policy regarding school activities refer to Board Policy 509-1.

<https://drive.google.com/drive/folders/0B144oyUK8jnZRWF3N0Jrd1IZWVvk>

Orono High School joins the Minnesota High School League in supporting the health, safety, and well-being of our students while they learn, grow, and practice responsible decision-making. And, at OHS, our athletic and other co-curricular activities adhere to the MSHSL eligibility rules. Consistent with those rules, at OHS our student athletes, along with their parents, sign the MSHSL Eligibility Statement agreeing to adhere to and support the Student Code of Conduct and eligibility rules. As a reminder, those rules apply 12 months of the year (including vacation at home or traveling); whether the student is participating or not; and it is continuous throughout the student's high school career.

For further reference, please refer to the MSHSL Eligibility Brochure, the Orono High School Athletic Department Handbook, and the individual practices of other co-curricular practices.

In addition, a student must be making **satisfactory progress toward graduation**, and must have **achieved at least a 1.8 GPA during the last grading period. Students become ineligible when they fail to achieve a GPA of at least 1.8 or are failing 2 classes.** A student may petition for and may be granted one probationary period during their 4 years of high school, provided they are on a plan to correct their deficiencies.

For Orono Schools' policy regarding school activities refer to Board Policy 503-4.
<https://drive.google.com/drive/folders/0B144oyUK8jnZRWF3N0Jrd1IZWVvk>

A student also becomes **ineligible to practice or participate by accumulating seven or more detentions by not completing detentions by the assigned due dates.** This will result in a conference between the students' parents/guardians, the staff members who assigned the detentions, coaches and/or advisors and an administrator. Students will also be classified as ineligible for participation in all activities.

If a student is **suspended from any class, he/she may not participate in any activity or program that day.**

No student shall practice or participate in a contest if they are not **in school by 11:30 a.m. or by 9:00 a.m. for students on a.m. block.** If the **student goes home ill from school, they may not participate** that day. Extenuating circumstances must be cleared by the athletic director. When a student is suspended from school, they are not allowed in school buildings, on school grounds, and are not allowed to attend any school-sponsored activities. The student may be withdrawn from competition by the principal or associate principal for academic or disciplinary reasons after an informal hearing with the student and parent/guardian.

Minnesota State High School League eligibility forms, emergency cards, current physical and participation fee must be on file in the office before participation in practice or game. See a coach or the athletic director for more information. **Before a student can practice in a co-curricular activity, all obligations need to be satisfied (i.e. book fines, media center fines, lost or damaged athletic equipment fines, etc.).**

In order to be eligible to practice and participate in intercollegiate athletic competition and receive an athletic scholarship, a freshman athlete entering an NCAA Division I institution must successfully complete a core-curriculum in high school of at least thirteen academic courses. The athlete must achieve a minimum grade point average in this core-curriculum as well as present a **minimum score on the ACT or the SAT.** For more information, contact your counselor, coach or the activities director.

Students and Parents: Make sure that you and your parents have read and understand the rules for each activity in which you participate.

ATHLETIC FEES

ALL ATHLETICS have a required fee: Football and Hockey - \$365 Other Sports - \$350

For more information on interscholastic athletics refer to the "Spartan Team/Parent Handbook" and Orono Schools' District Policy 509.

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COMMUNITY EDUCATION SPONSORED ACTIVITIES,

Refer to Community Education Brochures for numerous activities and classes:

Youth in Action Driver's Education Mountain Biking Youth in Government Trap Team

SPECIAL INTEREST CLUBS

Students who share a special interest may meet for discussion, special projects, or activities. These groups are not sponsored by OHS, but students may meet at OHS outside of school hours if they meet the following requirements:

- 1) Permission from OHS administration** – Students must provide a written proposal to OHS administration that describes / explains the purpose of the group, anticipated activities, meeting plans, and so on.
- 2) A faculty member advisor** – To meet at OHS requires a faculty member who volunteers to supervise the group.

STUDENT LEADERSHIP

“The real leader has no need to lead, he is content to point the way.” - HENRY JAMES

STUDENT GOVERNMENT

The Senate is the voice of the students to faculty and administration. Students are elected by the student body. A general election is held to elect a student body president and executive board. Classes elect their officers and representatives. The Senate is responsible for school dances including Prom, special Spartan Hour activities, and the fall & spring blood drives.

STUDENT LEADERSHIP AND SERVICE AT ORONO HIGH SCHOOL

At Orono High School, student leaders work with faculty advisors and all OHS students on various activities and events to promote a positive learning community that reflects the six pillars of character - trustworthiness, respect, responsibility, fairness, caring, and citizenship. Planning and implementing these events and activities are ways by which Orono High School students have an opportunity to shape the culture of their school. In addition, our students participate in service to our global community. **The work of our student leaders has been recognized by the Minnesota Department of Education as a *promising practice* and nationally as a recipient of the National School of Character Promising Practice Award. In addition, Orono High School students contributed to Orono Public Schools receiving the first Minnesota School of Character award; and, in 2013, the National District of Character award.**

CHARACTER COUNTS AT ORONO HIGH SCHOOL

THE LINK CREW

This program uses upperclassmen as “links” between the freshman class and the high school experience. The Link Crew leads a freshmen orientation that includes a tour of the school and an orientation to the fall schedule. Through the Link Crew, freshmen enter the school with the confidence they need to succeed in high school.

SERVICE LEARNING

YOUTH IN ACTION

Students in Youth in Action (YIA) plan, organize, and participate in service learning projects in their community and school. YIA members participate in group projects such as food drives, adopt-a-family projects, and fundraising concerns as well as individual service projects. Service learning allows students to apply the skills they have learned in real world situations. The students are dedicated to making a difference and contributing to their community.

Students completing participation requirements, evidenced through hours served and project completion forms, will receive ¼ credit per semester.

Contact the Orono Community Education office at 952-449-8350 for a membership application. Youth in Action is offered as a part of the Orono School District’s comprehensive Community Education Program.



III. STUDENT SERVICES

ADMINISTRATIVE SUPPORT

Dr. Amy Steiner
Jeff Aman

Principal
Associate Principal

STUDENT COUNSELING

Shana Borgen
Kathryn Haagenson
Jamie Menne

Grades 9-12: A-Ha
Grades 9-12: He-N
Grades 9-12: O-Z

Counselor
Counselor
Counselor

Ericka Ronnings
Jane Leeper
Brandy Randall

School Psychologist
Social Worker
Gifted & Talented – Enrichment/Acceleration

Orono High School has a tradition of excellence, rooted in relationships. Our school size affords us the unique opportunity to get to know students and their families on a personal level.

Starting from the first day students enter ninth grade, their school counselor is the students’ designated personal advisor, helping them navigate their high school journey and forge a path for their future.

School counselors are focused on being proactive advocates to help each student succeed, and should be the student’s first stop to discuss his or her:

- Four year college readiness plan
- Course selection and schedules
- Academic progress/grades
- Interests, abilities, strengths and personality
- Career and post-secondary planning
- College selection and admission
- Letters of recommendation
- Personal and social concerns

COLLEGE AND CAREER PREPARATION

Maia Learning: OHS students and parents have accounts to this college and career research and planning website which allows each student to research his/her learning style, interests, careers, and colleges. We encourage students and parents to login on a regular basis to Maia Learning. The counselors have been posting grade level updates and messages relating to: college applications, transcript requests, college visits, important documents and scholarship information. Juniors and Seniors who have started a potential college list in Maia Learning will receive emails alerting them as to when those college representatives will be at the high school for a visit. Both parents and students will be asked to complete a variety of surveys through Maia Learning. Maia Learning is a fast and effective way for the counselors to share information with our families. There is a link to Maia Learning on the Counseling Office webpage. The website is: www.maialearning.com

College Admissions: Every college has specific requirements for admission. Students will work with their counselor to build a target list of colleges and discuss the admissions process and requirements for their list.

College and Career Center: The career center is located in the Media Center where students may access information about colleges and careers on the internet. The Center is staffed and hours will be posted.

College Fair: The National Association of College Admissions Counselors sponsors the College Fair, normally held at the Minneapolis Convention Center each fall. Juniors and seniors are encouraged to attend this fair, and will be excused from classes to do so only when the required attendance procedures are followed.

Recruiters: Many college, vocational school, and military recruiters visit Orono High School during the course of the school year. Students can receive information about the dates and times of these visits in the following ways: Facebook page, Twitter feed, Family Connections college visit list, and in the counseling office. School announcements of these visits will be made, and students must get a pass from the counseling office in order to meet a representative.

College Visits: To ensure that a college visit is "excused", students must have a pre-excused absence recorded in their attendance. A hand-written note from the student's parent must be submitted to the attendance clerk before the leave begins, and it is the student's responsibility to communicate with their teachers regarding the college visit absence.

Scholarships: Scholarships are available to assist with the cost of post-secondary education. Students have access to a National Scholarship Search Database in Family Connection (Colleges Tab) and are encouraged to research scholarship options beginning their junior year. In addition, local and Orono School District scholarships are available to seniors; applications for these scholarships are submitted in February through Family Connections.

OHS COURSE REGISTRATION

Students in grades eight through eleven will register for classes for the following year in late winter (January – March). Selecting courses is extremely important. All students will be asked to submit a four-year plan, updated yearly, at the time of registration. Consult your counselor and the Orono High School Registration Manual for details. Please contact the counseling office if you have questions about course offerings or the registration process.

SCHEDULE CHANGES

Orono High School will not consider schedule changes unless one of the following conditions exists:

1. The student failed a class that necessitates a schedule change.
2. The student is making a level change in his/her program.
3. The student wishes to add an elective class in place of a study hall. This can be done during the first week of each semester only. You may choose from a selected list of available courses.
4. The student wishes to drop an elective class. **This is possible during the first four weeks of each semester only, and students in grades 9-11 must retain at least six credit-bearing classes unless they have received administrative permission to carry more than one study hall for the semester. Students must attend scheduled classes until they have received verification and approval from their counselor.**

STUDENT RECORDS

Private Data: All data on individuals maintained by a school district (i.e., transcripts of grades, health records, Social Security numbers, individual education plans, requests for record, etc.) is considered "private data". Such data cannot be disclosed to parties other than the parent or student without consent, except pursuant to a court order. However, prior consent for disclosure is not required for school officials and their authorized staff, provided they have a legitimate interest in such records. Legitimate interests include those directly related to classroom instruction, student achievement and progress, discipline of a student, and student health and welfare. Written requests for information shall be maintained with the cumulative records which contain the following information: the party requesting the information, the legitimate interests of the party, the date of the request, and the date the information was accessed.

Directory Information: Providing that a notice of intent is published and parents are given a reasonable opportunity to inform the school, in writing, that such information cannot be disclosed without their written consent, schools may disclose directory information. Directory information includes the following: parent/ guardian, address, spouse or alternative family name, student name and grade at time of printing, home phone number, etc. Parents have the right to review student records, control others' access to the records, seek to correct the records, report violations of this policy to the Department of Education, and be informed about provisions associated with data privacy.

For additional information regarding the protection and privacy of student records, refer to Orono Schools' Board Policy 512.

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TESTING

College Testing

Information is available through the high school Counseling Office - PSAT, ACT, SAT. Students may also register online at www.actstudent.org or www.collegeboard.com

State Testing

Information is available on the high school Counseling Office webpage.

STUDENT REFERRALS TO AGENCIES AND /OR SERVICE PROVIDERS

From time to time circumstances will occur that make it necessary and appropriate for counselors to provide a student and the student's parent/guardian with information regarding community resources, which may assist in the student's personal social development. This is consistent with the statutory definition of the purposes of "guidance and counseling services," in accordance with Minnesota statutes section 123B.41, subdivision 14 (1998).

Such referrals do not constitute a recommendation or endorsement by the Orono School District as to the quality of appropriateness of the services provided by the agency and/or service provided. Rather, the purpose of the referral is to inform a student and the student's parent/guardian of the existence of resources they may want to consider using. Ultimately, the decision to use such a resource must be made by the student and student's parent/guardian. The Orono School District will not make that decision.

HEALTH SERVICES

HEALTH OFFICE GUIDELINES

The School Day:

If a student becomes ill, **injured**, or is in need of first aid, he/she may report to the HEALTH office. A pass from the teacher in the current class period is required. After **consulting with the health aide**, a decision will be made if the student will remain in school, go home, or go to the doctor. **Students may not call a parent/ guardian from their cell phones to be released from school.**

In case of an emergency, 911 will be called for police, fire or health services. For non-emergencies parents/ guardians will be contacted, **using the information provided on *ParentVue* which the parent needs to update at the start of the school year or as changes arise throughout the school year. Please make sure contact information in *ParentVue* is up to date.**

Students who need to take **medication** during the school day will bring the medication in the original bottle to the health office. If the medication is an over-the-counter drug, written authorization from the parent is needed for the student to receive the medication. If a doctor prescribes the medication, written authorization is needed from the doctor and the parent.

Athletic Activities:

Orono High School follows the ruling of the Minnesota State High School League when dealing with illness or injuries that occur when participating in sports or other activities. If a doctor visit is necessary after an illness or injury, **a re-participation slip needs to be signed by a doctor allowing the student to return to participation in the sport or activity.** Re-participation slips are kept on file in the Health Office.

CHILDREN WITH CHRONIC HEALTH CONDITIONS

If your child has a chronic health condition or concern that the school should be aware of, please contact Janet Franzen, the District Nurse, at 952-449-8317.

IMMUNIZATION REQUIREMENTS FOR SCHOOL AGE CHILDREN IN MINNESOTA

A complete guide to immunizations can be found on the Minnesota Department of Health website under Minnesota Immunization Law at www.health.state.mn.us. Immunizations are required to attend public schools.

MEDICAL EXCUSE FROM PHYSICAL EDUCATION

A medical excuse from a physician is needed to be excused from physical education. The note needs to be turned into the health office. A physical education excuse form will be completed. The student will take this form to the physical education teacher and to the attendance secretary to be assigned to a study hall. Alternate non-physical assignments may be made by physical education teachers for absences from physical education class.

STUDENT ASSISTANCE TEAM

Students may refer themselves, or other students, to the *Student Assistance Team (SAT)* if they are having personal, family, or academic problems. This team can provide help. Contact the student's school social worker, nurse, counselor or teachers for assistance. If you have questions, see your counselor or an administrator.

MEDIA CENTER

HOURS: 7:30 a.m. to 3:30 p.m.

GENERAL RULES:

1. **Passes** to the media center are issued by media center staff. Request passes before school begins each day, or during passing time and snack break.

MEDIA CENTER PASS GUIDELINES:

Study Hall - You need a pass from Media Center personnel if you would like to come to the Media Center (library and computer lab) during your study hall. Passes are written before school, and during passing time and snack break only. You must present your pass to the study hall supervisor.

Class Time - You need permission from your classroom teacher and from Media Center personnel in order to come to the Media Center during class.

2. **No food or drink** is allowed in any part of the Media Center where there is carpet.
3. You are expected to **remain seated** and **work on assignments**.
4. You are expected to **be respectful** of others in the Media Center (ssshhh).
5. Teacher permission is required to use a conference room.

BOOK CHECK GUIDELINES:

1. Books are checked out for 3 weeks at a time, and can be renewed 3 times. You do not have to present the book in order to renew it.
2. Overdue fines are assessed at the rate of 25 cents a day.
3. Books may not be checked out if you already have an overdue book or a fine.



IV. SCHOOL LIFE



The practices, procedures, and policies of Orono High School reflect our commitment to sustaining a learning environment that models the pillars of character that we strive to practice in all aspects of our school life . . .

RESPECT for ourselves and for each other

RESPONSIBILITY for our school culture and accountability for our own actions

CITIZENSHIP for making our school community a better place for everyone

FAIRNESS to all by respecting and following the rules

CARING for each other

TRUSTWORTHINESS that creates and sustains a positive reputation for our students, our school, and our community.

ASSEMBLIES

Assemblies are held from time to time in the auditorium or gym. Appropriate behavior is expected from all students. Respect and good manners toward performers and presenters is expected. Always wait to be excused. Never get up to leave when the bell rings. Do not bring snacks to programs in the gym or auditorium.

BACKPACKS AND PERSONAL POSSESSIONS

Students are permitted to carry backpacks and are reminded that Orono Schools' district policy 502, in accordance with state statute, states that "School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules".

Students are responsible for the safety, security, loss, and/or damage of their backpacks – Orono High School does not assume that responsibility.

For additional information refer to Orono Schools' District Policy 502.

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BUILDING SECURITY

To contribute to a safe school environment, all parents and volunteers are expected to obtain a Guest Pass from the school office when they visit. After the beginning of the school day, all but the school's main entry doors are locked.

CELL PHONES and other PERSONAL LEARNING DEVICES

We recognize that there are many positive educational benefits associated with the use of technology as a tool for learning, and OHS teachers are encouraged to integrate technology into their curriculum and classroom instruction.

Thus, the use of personal devices such as laptops, iPods, iPads, Nooks, Kindles, and smartphones/cell phones during school hours is permitted at Orono High School when used appropriately, respectfully, and responsibly. Students are responsible for the safety, security, loss, and/or damage of their cell phones and personal learning devices – Orono High School does not assume that responsibility.

Expectations for Responsible, Respectful Use of Electronic Devices at School:

1. Use of a device does not disrupt or distract from the educational process of the classroom and school community;
2. Use of the device does not endanger the health and safety of any other student or staff member;
3. Use of the device does not invade the rights and privacy of others;
4. Use of the device does not involve illegal or prohibited conduct of any kind, including academic dishonesty;
5. Use of the device in a classroom is strictly at the discretion of the classroom teacher, and students will comply with the teacher's directions.

6. When on campus, students must access the internet using the district-provided wireless network. Students should not use their own private (4G, LTE, etc) networks while at school.

Responsibilities:

1. Students are responsible for the safety, security, loss, or damage of their personal devices – Orono High School does not assume that responsibility;
2. Students are responsible for providing insurance for their personal devices;
3. Technical support for personal devices is the responsibility of the student. It is not provided by Orono Schools staff.
4. Students are responsible for knowing and complying with OHS expectations for appropriate, responsible, respectful personal device use – in the classroom, the hallways, and the common areas. Inappropriate use will be addressed in accordance with the consequences identified in the Student/Parent Handbook.

CLASS RINGS

Class rings are available for student purchase starting with the sophomore year. They may be purchased from Jostens or from Albers Jewelry.

SCHOOL CLOSING

School closing announcements, if the closing occurs during the school day, will be made to students over the PA system, and parents will be informed via the *First Alert* phone calling system. Early morning closings due to weather conditions will be made over WCCO and KSTP, along with the First Alert System.

COMMUNICATIONS

ANNOUNCEMENTS

Announcements are read over the PA system at the beginning of the school day, and they also appear throughout the day on monitors. Announcements must relate to the curriculum, to co-curricular activities or to athletic programs of the school district. **All announcements must be authorized by a faculty representative.**

DISTRIBUTION OF WRITTEN MATERIALS ON CAMPUS

DISTRIBUTION OF ANY WRITTEN MATERIAL ON THE SCHOOL CAMPUS REQUIRES THE PRIOR APPROVAL OF AN ADMINISTRATOR.

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place, and in a reasonable manner, non-school-sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted the policies, regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

The distribution of non-school-sponsored material on school district owned property is prohibited unless the individuals are either district students or employees or individuals having received written permission from the building administrator or superintendent to distribute such materials.

WRITTEN MATERIALS MUST:

1. **Relate to the curriculum, to curriculum related activities, to co-curricular programs, or to school / district related events**
2. **Be posted in designated hallway areas (does not include windows or the multi-colored tile in the cafeteria and mezzanine) with blue painters tape only which is available through the activity advisor or the main office.** Non-curricular materials may be posted on the non-curriculum related bulletin board located in the cafeteria, but will not otherwise be posted or distributed on campus. **Posting on the non-curricular bulletin board requires prior approval of an administrator.**

MATERIALS THAT ARE POSTED IN NONCOMPLIANCE OF THESE RULES WILL BE REMOVED.

For additional information refer to Orono Schools' Board Policy 505.

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COMMUNITY NIGHT

Wednesdays are reserved for religious, community, and family activities. To the extent possible, there are no school activities scheduled after 5:30 p.m.

SCHOOL DANCES

1. Most OHS dances are held from 9:00 p.m. - 10:30 p.m.
2. All dances, other than the prom, are held at Orono High School.
3. The charge for admission is determined by the OHS Student Council.
4. **Only Orono High School students are permitted to attend school dances and are allowed to bring 1 guest who is properly registered. The host student assumes complete responsibility for his/her registered guest. School officials may or may not permit guests to attend.**
5. If an Orono student wishes to attend a dance at another school and has a required form, students should allow at least 24 hours for the office and administration to process the form.
6. All students must show their Student I.D. to enter dances.

GUEST REGISTRATION:

- OHS students must obtain a "Guest Registration Form" from the main office which is to be completed by the OHS host student, the guest, the OHS parent, and by the guest's school administrator. The completed and signed form must be returned to the OHS office. **Only those guests whose completed forms are returned on time to the office will be admitted to the dance.** Student guests must be under the age of 21. Original forms only – faxes, scans, and emailed forms will not be accepted.
 - Guests must bring a picture ID issued by their school to be admitted.
 - **Alumni** may be invited to attend school dances only if they are **registered guests of current Orono students.**
 - Any student **not currently enrolled** as an Orono student, including Home-School and Alternative School students, must be registered as a guest in the office by an OHS student.
5. A student who has entered the building for a social event is expected to remain in the building for the rest of the evening. **Students who leave during the event will not be allowed to reenter.** Any exception to this policy must be pre-approved by the supervising sponsor or administrator, and approval is only granted in cases of emergency. Students attending school dances as well as all other activities are subject to all school rules.
 6. Any lewd or inappropriate dancing, as judged by the supervisor, will not be allowed and students will be asked to leave.
 7. **Breathalyzer tests may be randomly administered at school dances. If a student is found to be under the influence of alcohol or contraband drug, parents will be called and law enforcement will be notified. In addition, the student will not be permitted to attend other dances that year.**

PROM

The Junior-Senior Prom is held from 7:30 p.m. to 11:00 p.m., with the "Grand March" held in the OHS gymnasium at 6:00 p.m. Only 11th and 12th grade students and their registered guest (who must be at least a junior in high school) may attend the Junior-Senior Prom. All guests at the prom must follow the usual dance rules regardless of age and must be under the age of 21. **Prom guest registration forms must be submitted to the office ONE week prior to Prom.**

STUDENT DINING

It's our school's expectation that all students may enjoy their meals in a clean cafeteria/dining area and that **all students assume the responsibility to ensure that by cleaning up after themselves.** This includes the following expectations:

- Each student will clean up his/her immediate area.
- If students choose to sit at a table with a mess left on it, those students will assume responsibility for cleaning up the mess.
- Each student will deposit his/her trash and remaining food in the appropriate trash/recycling/organic containers and dish disposal.
- Students will not throw food, beverages, utensils, or objects of any kind.
- Students will respect teachers and students in their classrooms by remaining in the cafeteria until dismissed by the lunch supervisors.

Inappropriate, disrespectful conduct is a disciplinary infraction that will be addressed with the appropriate consequences. Student meals and à la carte selections must be paid for in advance. **To establish and maintain a meal account, students need to deposit their meal account check or cash in the mailbox located near the main office before school starts, or make a deposit online through MyPaymentsPlus.** Students can use their lunch code number to purchase meal items from the breakfast meal, main meal and à la carte lines. OHS breakfast price is **\$1.80 per meal**, lunch price is **\$3.10 per meal** and **\$.50 for milk.** **NEW!** The Healthy Hunger Free Kids Act requires

students to choose *at least* 3 meal components (one must be a fruit or a vegetable) from the 5 components offered to be considered a full meal and receive the \$3.00 price. For menus and more information visit <https://orono.nutrislice.com/menu/>.

STUDENTS MAY NOT ORDER "OUTSIDE" FOOD. However, if a class or a group of students is having an event **the teacher may order the food. Teachers will inform the office staff before ordering.**

PROCEDURES FOR DEALING WITH NEGATIVE ACCOUNTS

Students accounts are monitored daily by the cashier and they will be told their remaining balance when the account runs low (\$5.00). If a student account is at zero or is negative, the student will be permitted to purchase a full lunch that day, and two additional days – NO À LA CARTE PURCHASES WILL BE PERMITTED. After the third day, the student will either need to bring a lunch from home or replenish his/her meal account to make any additional purchases, including a full meal. The associate principal, principal, or social worker will be informed if a student's account becomes a concern or about the welfare of a particular student. An administrator can then inform the cashier if another form of funding is available for the student. The school social worker may make a recommendation for handling the account. All efforts will be made to work with each individual family as needs arise in order to best serve the student.

STUDENT DRESS

The school district has established a policy regarding student dress, grooming, and appearance relating to the district's educational goals and community standards. The following guidelines are taken from Board Policy 504:

APPROPRIATE DRESS includes, but is not limited to:

- Clothing appropriate for the weather
- Clothing that does not create a health or safety hazard
- Clothing appropriate for the activity (physical education, the classroom)

INAPPROPRIATE DRESS includes, but is not limited to:

- Clothing that does not cover private parts
- Clothing that is not in keeping with community standards
- Clothing which bears a message that is lewd, vulgar, or obscene
- Apparel promoting products or activities that are illegal for use by minors
- Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
- Any apparel or footwear that would damage school property
- Going without shoes

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

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

For additional information refer to Orono Schools' District Policy 504.

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EIGHTEEN-YEAR-OLD STUDENTS

Adult secondary school students must follow the policies of the school, including all attendance procedures. However, parents and the dependent student may desire to have the student write his/her own notes regarding absences. In this case, **parents must sign the required application form and submit it to the Associate Principal for approval.**

ELEVATOR

STUDENTS ARE NOT PERMITTED TO USE THE ELEVATOR. Students with medical or special circumstances may obtain permission to use the elevator by providing documentation to the health clerk in the health office. All other students are to use the stairways.

EMERGENCY PROCEDURES

At OHS the safety and well-being of our students and staff is a priority. Therefore, there are procedures in place to respond to various emergencies, including fire, severe weather, intruder, or threatening situations. To promote the safety

of all in the event of an emergency, students are expected to follow these procedures and the direction of staff members. These procedures are practiced throughout the school year.

FEES

Fees are not generally required for classes, and students are expected to provide their own personal supplies, such as paper and pencils. Fees may be charged, however, for materials that students will keep. If a student cannot afford to pay for supplies, he/she should talk to the teacher or a counselor. Fees may be charged for field trips and co-curricular activities, for parking, and for graduation expenses.

FINES

Students may be assessed fines for late, damaged or missing media center and classroom books and materials. Fines are to be paid in a timely manner. Classroom books must be returned to the appropriate teacher at the end of the semester or year, depending on the length of the course. The following sanctions will be applied for students who have outstanding debts:

- * **Parking permits will not be issued until outstanding obligations are resolved.**

FUNDRAISING

All fundraising activities require prior approval from a faculty sponsor and an administrator.

INSURANCE

The school does not offer insurance to students, but brochures for private insurance are available in the office as a service to students and their parents.

INTERNET POLICY

ORONO HIGH SCHOOL GUIDELINES

1. Use of the Internet is for educational purposes. Do not use the Internet for any illegal activities or personal financial gain.
2. Respect current school policies and behavior standards.
3. When responding to online questionnaires, be polite and use appropriate language. Do not swear or use any vulgarities. Do not peruse, download or print offensive text or graphics.
4. Respect rights of others. Do not copy or modify files, data, or passwords belonging to others without their permission. Do not post the work or communications of others.
5. Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
6. Accurately represent yourself, but **do not** reveal your personal address or phone number or anyone else's.
7. Downloading information from Internet resources is not permitted at Orono. Abide by district guidelines for student publishing on the Internet. Any items produced by students will not be posted without their permission and that of the instructors and parents/guardians. If permission is granted, items will be considered fair use and available to the public.

For additional information refer to Orono Schools' Board Policy 518.

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LIAISON OFFICER

The Police Liaison Officer program was implemented to provide a direct relationship between law enforcement and the school. Staffed by a carefully selected officer from the local police department, students are exposed to a perspective that the law enforcement individual is a friend and advocate, rather than an adversary. The basic concept behind this program centers upon the reduction of juvenile crime by educating students on law related issues. In addition, the Police Liaison Officer may assist school administrators on various issues.

LOCKERS

- The purpose of the school's locker policy is to provide a safe and healthful educational environment by enforcing the school district's policies against contraband. Pursuant to Minnesota statutes, school lockers are the property of the school district, and at no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may, for any reason and at any time, conduct an inspection of a locker's interior, without notice, without student consent, and without a search warrant.

- The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. It is a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It is also a violation for students to carry contraband on their person or in their personal possessions.

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, and posting pin-ups and posters which may constitute sexual harassment, etc.

For additional information regarding lockers refer to Orono Schools' Board Policy 502.

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LOST AND FOUND

ORONO HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES. All lost clothing items should be placed in the Lost and Found rack in the cafeteria. Valuable items (i.e., cameras, eye glasses, keys) will be kept in the main office. Students should report losses to the office immediately. Losses in the physical education department should be reported immediately to your physical education instructor. **Reminder to students:** Do not carry large sums of money or other valuables to school. All students should have their lockers locked at all times. Lost and found items are kept for a reasonable period of time and, if not claimed, are donated to charity.

MESSAGES TO STUDENTS / ITEM DROP-OFF

During the course of the school day, a parent may need to send a message or deliver an item to a student. We will not, however, interrupt the classroom learning process to call students out of class to receive messages or pick up items. If there is a message or item for a student to pick up, they may be brought to the OHS Main Office, and we will post their name on the TV crawlers located throughout the buildings. Students can then stop in to the office during passing times, snack time, or the lunch period. And, at the end of the school day, if the student has not responded to the TV crawler message, we will call them to the office.

If a student has an appointment requiring them to leave school during the day, parents are asked to send a note with their student so that a pass can be written excusing them from class. Again, we will not interrupt the classroom to call a student to the office during the class period. Thank you for your cooperation and support for the learning process in each classroom – each period – each day.



PARKING AND STUDENT USE OF MOTOR VEHICLES ON SCHOOL DISTRICT PROPERTY

Students are permitted to park in a school district location as a privilege, not a right.

PERMIT APPLICATION

- Students with a **valid driver's license** in grades 10-12 and have **no outstanding obligations** (fees, fines, book returns, equipment/uniform returns, detentions/required studies, parking tickets, or other) may apply for a parking permit. To apply for a permit, a student must complete an application online through MyPaymentsPlus at www.mypaymentsplus.com. It must be signed (electronic signature) by **both the student and parent/guardian**. Applications must be paid online with debit card or credit card in MyPaymentsPlus at www.mypaymentsplus.com.
- The parking fee is \$218 (including the 6.5% state sales tax) plus transaction fees. **Seniors will be assigned to the High School lot according to the date posted on the application. Juniors who want to be considered for available high school lot spaces, and students with OMS siblings requesting the Middle School lot, will be assigned space on a 'first-come-first-served' basis.**

NOTE: Transportation to and from Orono Schools is provided and available to all students within the district area. Consequently, student parking in designated and assigned parking areas is a privilege, and the purchase of a Student Parking Permit is not associated with other income-based programs such as the federal free and reduced lunch plans. As a result, adjustments do not apply to parking permit fees.

- Parking permit fees are non-refundable.
- Students must **register all vehicles they may park on school grounds** when filling out a parking application.

PARKING PROTOCOL, RULES, EXPECTATIONS

ALL STUDENT VEHICLES, PARKED IN A SCHOOL DISTRICT PARKING LOT, MUST BE REGISTERED, AND MUST PROPERLY DISPLAY AN OHS PARKING PERMIT. STUDENTS MUST PARK THEIR VEHICLES IN THEIR ASSIGNED PARKING SPACE IN THEIR ASSIGNED LOT.

STUDENTS MAY NOT PARK IN THE STAFF PARKING LOT.

- Only those vehicles that have been registered in the high school office may park in a school district lot. Unregistered vehicles will be ticketed and referred to the police liaison officer – students with valid permits who drive an unregistered vehicle to school must obtain a temporary permit each day that the vehicle is parked on school district property.
- The valid, current parking permit must be displayed, according to directions, on any student vehicle parked in school district lots. Students who do not have their permit displayed may purchase a temporary permit for the day. Vehicles that do not properly display a valid, current permit or a valid daily temporary permit will be ticketed.
- Once parked, students are required to secure their vehicle and proceed directly to the building. **Loitering in the parking areas is not permitted.**
- Students are not to enter parking areas without permission from the main office during any part of the school day 7:50 a.m. – 2:30 p.m. Students are not to give, sell or copy their parking permit for another student. Any student who participates, as the giver or receiver, in the unauthorized use or distribution of an OHS parking permit will be fined, and their permit will be revoked. Additional school consequences may be applied.
- Any vehicle parked in a fire lane, in a manner that obstructs access or exit from any parking area, or parked in any school district lot other than the assigned student lot will be ticketed and may be towed, without warning, at the owner's expense.
- Excessive tardiness and/or unexcused absences may result in the loss of parking privileges.

LOT ASSIGNMENTS:

Main High School Lot:

Seniors with no outstanding obligations are eligible for an assigned space permit in the main high school lot. After the senior summer application deadline listed on the application, the remaining high school lot spaces will be filled with juniors based on the date/time their application is received by the high school office via MyPaymentsPlus.

North Lot/Ice Arena Lot:

Juniors with no outstanding obligations will be assigned to the high school lot based on the date/time their application is received via MyPaymentsPlus. Juniors not selected for the high school lot spaces will be assigned North Lot or Ice Arena lot spaces. *Juniors who apply after the application period or have to reapply because of outstanding obligations may be assigned Intermediate School lot parking spaces.* **Sophomores**

Middle School Lot:

The Middle School parking spaces marked with numbers are reserved for high school drivers who transport middle school siblings and/or middle school students. Students with OMS siblings/students requesting the Middle School Lot must provide that request in their completed application.

Parking Permit Replacements

One replacement permit will be issued to a student free of charge. All additional replacements require a \$25.00 replacement fee.

Temporary Parking Permit

Temporary permits must be paid for and assigned the day before the student is to park on campus. There is a \$2.00 fee (which includes sales tax) for every temporary permit issued, and the number of temporary parking permits issued to an

individual student is limited to 10 per school year. Temporary permits will be restricted if this process is not followed. All temporary parking is in the North Lot in spaces assigned by the office.

Parking On School District Property Without a Valid Permit or Outside of Assigned Area

Vehicles parked on school district property without a properly displayed, valid permit for the assigned/designated parking lot will be ticketed. **The cost is \$35.00 for each ticket issued.** Ticket fines may be paid in the OHS main office, or through MyPaymentsPlus upon request. School consequences may also be applied.

Patrols, Inspections and Searches

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. *Legal Reference:* Minn. Stat. 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)

Patrols and Inspections:

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of students' motor vehicles. **Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.**

Search of the Interior of Students' Motor Vehicles:

The interiors of students' motor vehicles in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official. In an effort to be consistent in maintaining a safe environment and minimize the presence of drugs and alcohol on campus, the use of canine units **will be used to randomly search areas of the OHS campus several times throughout the school year.**

Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures:

Students may not store or carry contraband in motor vehicles on a school district location or interfere with patrols, inspections, searches and/or seizures.

Seizure of Contraband:

If a search yields contraband ("any unauthorized item prohibited by school district policy and/or law including but not limited to: weapons and "look-alikes", alcoholic beverages, controlled substances, paraphernalia and 'look-alikes', and stolen property"), police are notified and appropriate disciplinary action is taken.

Violations

A student found to have violated the school district policy, rules, directives, or guidelines regarding parking privileges on Orono Schools locations **shall lose parking privileges and/or be assigned disciplinary action in accordance with the school district's Student Discipline Policy which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials.**

Note: Students to whom a parking pass has been issued will not be assigned to a bus route and stop unless FIRST STUDENT BUS COMPANY is contacted in advance to establish service. Call (952) 475-0038 if you wish to make bus service arrangements.

For additional information refer to Orono Schools' District Policy 521.

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PASS SYSTEM

Students traveling from area to area, except during passing times, must have a pass signed by a faculty member, which includes the date, time, and destination.

NO-PASS LIST

If a student has abused the privilege/use of hall passes, he/she may be placed on a "NO-PASS" list for a period of time to be determined by a school administrator.

PERSONAL ELECTRONIC EQUIPMENT

Orono High School is not responsible for any lost or stolen electronic devices brought to school.

PICTURES

Student pictures for grades 9 through 11 are taken in the fall for inclusion in the yearbook. Seniors must submit a copy of their portrait to the annual staff before the announced deadline.

PROPS FOR SPEECH & DRAMA

Students must receive permission from their teachers and the administration before any article used in a demonstration is brought to school. **Objects which violate district policies are not permitted under any circumstances.**

SENIOR "SKIP DAY"

There is NO Senior Skip Day on the OHS calendar. Students who choose not to attend school will be considered truant. It is a skip and is recorded as such.

SENIOR WILL AND TESTAMENT

Our high school, as well as many others in the state, has strictly forbidden the publication, duplication or distribution of a "Senior Will" at school or at any school function. This action was needed because the "Wills" had become progressively more vulgar, obscene and abusive in character, giving rise to libel and harassment situations throughout the state and country. Schools cannot condone the embarrassment and humiliation of students in this way.

STUDY HALL

1. Students should be in their assigned seats when the bell rings. Tardies and absences will be recorded and disciplinary action will be taken.
2. Students should bring study materials with them to work on.
3. Passes to other teachers' areas must be obtained in advance and should be presented to the study hall supervisor after attendance is taken.
4. Students may obtain a pass to work in the Media Center from the Media Specialist and supervisor.
5. Students on the required study list may not sign out of study hall without a pass from a teacher.
6. Students should remain in their seats and keep working until the end of the period.
7. Individual teachers will set the tone of student conduct in his or her study hall. All study halls are expected to be quiet, orderly, and a positive environment for studying.
8. Students without a pass who are more than ten minutes late are considered to have skipped and referred to the office.
9. Personal stereos or other audio-visual equipment **may not** be used in study hall or in other areas without the instructor's permission.

TELEPHONE

The student telephone provided in the office is intended for emergency calls to parents, employers, etc. The office should not be used for social calls.

VISITORS

STUDENT VISITORS, INCLUDING FORMER STUDENTS, ARE NOT PERMITTED AT ANYTIME DURING THE SCHOOL YEAR. PLEASE CONTACT AN ADMINISTRATOR WITH ANY QUESTIONS.

Parents/students are welcome to meet with teachers, administrators, counselors, and other staff members.

Please call to make an appointment. All visitors must check in at the main school office.



V. RULES and PROCEDURES for ATTENDANCE AND CONDUCT

EXPECTATIONS FOR CONDUCT

Education is not only our right as citizens; it is also a great privilege. Each of us has a responsibility to behave in a way that does not interfere with our own or others' opportunity to learn and does not interfere with the rights of teachers and staff members to fulfill their job responsibilities to deliver the best educational experience possible for our students – in the classroom and throughout the school. It is the expectation of Orono Schools that our students know and adhere to the policies of the school and the district and consistently conduct themselves in a manner that protects the rights of each Orono High School community member.

At Orono High School it is our expectation that our students will use the Six Pillars of Character - trustworthiness, respect, responsibility, fairness, caring, and citizenship - to guide their decisions and conduct.

School staff members are obligated and empowered to intervene when student conduct interferes with or disrupts the teaching-learning process, student safety, or school operations.

In consideration of the variable degree and extent of the violations of school standards, a range of interventions is utilized. Least restrictive approaches prove to be effective in most cases. A progression of increasingly restrictive measures is utilized in many cases when initial attempts to correct student behavior are unsuccessful.

INTERVENTIONS TO PROTECT A POSITIVE, SAFE LEARNING ENVIRONMENT

Level I

Teacher-Student Conference -The teacher and student meet informally for the purpose of reviewing expectations relative to student behavior. This conference may take place before, during, or after class. The parent may or may not be contacted in conjunction with an initial conference.

Warnings – When student behavior is inconsistent with established standards, the teacher may issue a verbal or written "warning". When a student fails to respond to teacher warnings, detention is assigned and parents are contacted.

Administrative Referral – When a student is a focus for concern, a teacher may initiate an Administrative Referral. This action promotes an administrative response to the student and notification of the parent via email.

A range of student services (i.e., counseling, peer assistance, and goal-setting, etc.) is available to facilitate student growth. Disciplinary action is taken if the referral reports a violation of school rules.

LEVEL II

Detention is assigned by teachers and administrators for violations of school and classroom rules. Parents will be notified through email regarding the time and date that the student will serve detention. **Rescheduling opportunities are limited. The office will reschedule the detention after parent notification.** Students who fail to serve detention may have the consequence doubled and/or assigned in-school suspension. Detention is governed by the following rules:

1. Teachers and administrators assign detention for violations of school and classroom rules or for academic issues. Students and parents will be notified through email regarding the assigned detention.
2. detention is held before school Monday – Friday from 7:15 a.m. to 7:45 a.m. Students who are assigned detention are expected to obtain the detention room location for the week from the posting located on the main office window.
3. Teachers who assign students detention may require the student to serve before or after school under their supervision.
4. When a student is assigned detention, he/she is expected to attend on the assigned date(s) specified by the teacher or administrator. Students who do not comply with this standard will be addressed by the administration.
5. Students participating in co-curricular and other activities will not be excused from detention. Students who fail to complete assigned detentions, as explained in the “activities eligibility” section of this handbook will not be permitted to participate in co-curricular and other activities until the detentions are rectified.

LEVEL III

These interventions are prescribed for selected violations; in cases when misbehavior is characterized by increased frequency, duration, or extent; or when less restrictive measures have proven to be ineffective. These actions are consistent with guidelines stipulated in the Minnesota Pupil Fair Dismissal Act.

Removal from Class

A student may be removed from class for conduct that substantially interferes with the rights of others to the teaching and learning process. This action is initiated by an Administrative Referral and is followed by a discussion among the teacher, the student, and an administrator to establish the conditions for re-admittance to class.

For additional information refer to Board policy 506.

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Detention Assigned in Conjunction with the Removal

In cases where the student is flagrantly disruptive or disrespectful, he/she will be sent immediately to the office. The duration of the removal will be at the discretion of the administrator after consultation with the teacher, but will not exceed three class periods. Parents will be notified through email when this action is taken. The student will be expected to complete work assigned by the teacher.

In School Suspension

Students serve this suspension in the office, supervised by staff, for the hours assigned by an administrator. Students serving ISS may not attend snack break and will eat lunch in the ISS area. During this time, students are expected to work on class assignments. Parents will be informed through email when ISS is assigned to their student.

Out- of-School Suspension

Suspension is not to exceed five days. This intervention is reserved for infractions which are substantially detrimental to the educational environment, or for cases when less restrictive measures have not proven to be effective. Parents assume the responsibility for the student during the out-of-school suspension. **The student is accountable for learning missed while suspended.** A parent-administrator conference is held in conjunction with the readmission of the student. **The student is not allowed to participate in extra-curricular activities during the suspension and is not permitted on school grounds.**

Expulsion

Expulsion is an action taken by a School Board to prohibit an enrolled student from further attendance for up to 12 calendar months. The student and parents are entitled to a formal hearing, consistent with the provisions of the Minnesota Pupil Fair Dismissal Act.

Individual Discipline Plan (IDP)

An IDP may be developed for students who violate a major school rule or repeatedly violate school rules. An Individual Attendance Plan may be developed for students who present attendance concerns.

REFER TO THE APPENDIX OF THIS HANDBOOK FOR A SUMMARY OF CONDUCT ISSUES AND RESULTING CONSEQUENCES.

For additional information refer to Orono Schools’ Board Policy 506.

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EXPECTATIONS FOR ATTENDANCE

Attendance policies enable schools to efficiently exercise the duty of care for students that is expected. Students have a fundamental responsibility to “be where they’re assigned to be, when they’re assigned to be there”. The following actions insure that staff members can adequately supervise students and fulfill the school’s mission.

In addition, the Orono Board of Education believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for communications between teachers and students and establishes regular habits of dependability important to the future of the student. It is the student’s right to be in school; and, it is also the student’s responsibility to attend all classes every day that school is in session, to be aware of and follow the correct procedures when absent from an assigned class, and to request any missed assignments due to an absence. It is the responsibility of the student’s parent or guardian to ensure that he/she is attending school, to inform the school in the event of an absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

COMPULSORY EDUCATION LAW AND TRUANCY

According to Minnesota State Statute 260c.007, subd. 19. “a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven 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 been lawfully withdrawn from school under section 120A.22, subdivision 8” is considered to be “habitually truant.” and, **school districts are required to report habitually truant students to the Hennepin County Attorney.**

For additional information about required reporting, refer to Orono Schools’ Board Policy 503.

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ATTENDANCE PROCEDURES

Parents are asked to enter a student absence on ParentVue in advance for pre-planned absences. Parents may also call the school’s “24 hour” ATTENDANCE LINE (952-449-8401) before 8:30 a.m. on the morning of an unplanned absence. A student who returns to school after missing all or part of the day must have a note signed by parent/guardian or the absence will be recorded as unexcused or truant. All student absence issues must be resolved by a parent/guardian contact within 72 hours of the absence. To participate in day of sporting events, students must **arrive at school by 11:30 a.m.**

BEFORE AND AFTER SCHOOL

Students may not enter parked cars or the parking lot area during school hours. All students should clear the halls and report to their first hour class immediately when the warning bell sounds and should be in their seats when the bell rings at 7:50 a.m. **After school, students should not be in the building unless they are under the direct supervision of a faculty member.** Students who are on school grounds after hours without permission may be considered to be trespassing.

INTERVENTIONS FOR ATTENDANCE ISSUES-Monitored Attendance

The Student Assistance Team (SAT) may place students whose absenteeism is judged as excessive on Monitored Attendance. For students in this situation, **absences due to illness will require written verification by a physician.** As deemed appropriate by the classroom teacher and the building principal, students on Monitored Attendance whose absences are unexcused may or may not be permitted to make up assignments missed.

EXCUSED/UNEXCUSED ABSENCE

Excused Absences

1. Illness.
2. Serious illness in the student’s immediate family.
3. A death in the student’s immediate family or of a close friend or relative.
4. Medical or dental treatment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Active duty in any military branch of the United States.

8. Physical emergency conditions such as fire, flood, storm, etc.
9. Official school field trip or other school-sponsored outing.
10. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
11. Religious Observances.
12. Pre-arranged family trips.
13. Pre-arranged college visits.
14. Extraordinary circumstances resulting in excused absence deemed by an administrator or his/her designee. Students whose absences are excused must make up all assignments missed or to complete alternative assignments within the time period determined by the classroom teacher.

Unexcused Absences

1. **Truancy:** A student absence that was not approved by the School District.
2. **Unexcused Absence:** An absence for any reason other than what has been identified as "excused" by district policy and any absence for which the student failed to comply with any reporting requirements of the School District's attendance procedures.
3. Work at home.
4. Work at a business, except under a school-sponsored work release program.
5. Any other absence not included under the attendance procedures set out in this policy.
6. An absence that is not explained or resolved within 24 hours of the occurrence.
7. An absence in which a student and/or parent fails to comply with OHS attendance reporting procedures.

Once a student is marked skipping/truant/unexcused, make-up work may not be given credit.

Leaving the Building without Permission

OHS is a CLOSED CAMPUS. Leaving the building without permission for any reason is considered a truancy and will result in detention assigned for the number of class hours skipped.

EARLY DISMISSAL FROM SCHOOL

Students must get permission from the office before leaving the building for any purpose. No student is to run an errand that takes him/her outside the building. **If a student becomes ill he/she must go to the health office.** If the student needs to leave school, the health clerk will phone the parent/guardian to make arrangements. No blue slip or admit is needed if leaving through the nurse's office as the departure time will be entered on the student's computerized attendance record. **Arranged blue slips must be obtained from the attendance secretary before school, by 7:45 a.m.** The student must have a note signed by their parent/guardian that contains the reason the student must leave, the time they will leave and the time they are expected to return to school. When the student returns to school that day they must report to the office for an admit slip.

Last minute doctor appointments need to be called in to the office as soon as possible so that a pass may be written for that student in a timely manner, and picked up from the office before the student's dismissal time. **The office does not call into classrooms during instructional time. Students need to pick their passes up during passing time, snack break, or lunch break.**

MORNING ATTENDANCE

Students are expected to be in their first hour classroom and prepared to start class by 7:50 a.m. each day. **Students who arrive between 7:50 a.m. and 8:00 a.m. need to report to their first hour classroom and receive an unexcused tardy from the teacher. *Students requesting an excused tardy must report to the office with a note from their parent/guardian before reporting to class.*** When a student has three unexcused tardies, the classroom/supervising teacher will assign a detention and notify a parent/guardian. The teacher will complete an administrative referral sheet, and turn it into the Associate Principal. **Students who arrive to school after 8:00 a.m. must report directly to the office.**

PRE-EXCUSED ABSENCE

Send a **handwritten note** to the main office (attendance desk) prior to the absence. It is the student's responsibility to communicate the upcoming absence with their teachers, which allows the teachers sufficient time to provide assignments ahead of time. A pre-excused absence allows the student to receive credit for missed assignments and make-up work, tests, quizzes, etc. Students must communicate with and follow their teacher's schedule for making up work/tests.

The goal is to have students return from the absence and be caught up with their classes. Failure to follow this process will result in the absence being recorded as "unexcused." Credit may not be earned for work missed as the result of an unexcused absence.

Pre-Excused Absences may include college visits, family vacations, personal sports events (not OHS sports) and medical leave. **The recorded pre-excused absence(s) attendance will allow a student to make up work for credit.**

PROCEDURE FOR TAKING ATTENDANCE

First hour of the day:

1. Attendance is taken at the beginning of the hour.
2. Between 7:50 a.m. - 8:00 a.m. late students will be marked "tardy" by the classroom teacher on the Synergy computerized attendance system.
3. After 8:00 a.m. a tardy student without an admit slip will be charged with an "unexcused tardy", recorded in the office.

Other hours:

1. Attendance is taken at the beginning of the hour.
2. If a student comes in late for class **during the first 5 (five) minutes**, they are marked "tardy" by the classroom teacher on the Synergy computerized attendance system.
3. If a student is **later than 5 (five) minutes** late without an admit slip, an "unexcused tardy" will be recorded in the office.

PROCEDURE FOR ATTENDANCE RECORD-KEEPING

1. Parents may monitor their students' daily/hourly attendance on *ParentVue*.
2. Students with excessive absences due to illness and/or medical appointments may be required to provide a doctor's written verification that the student was seen by a physician, identification of the illness, and a recommendation that the student remain home from school for a specified number of days.
3. Detention will be assigned at a rate of 3 unexcused tardies = 1 detention to be assigned and referred to the office by the teacher.
4. **Parking permits may be withdrawn for excessive tardiness or unexcused absences.**



VI. A CLIMATE FOR LEARNING

A safe school environment, we believe, is essential to our students' learning and academic achievement. And, to create and maintain a positive learning and working environment for all our students, faculty, and staff, there are procedures in place designed to prevent or respond appropriately to unsafe or negative situations. Procedures are in place and practiced throughout the school year to address emergency situations such as severe weather, fire, intruder, and bomb threat. In addition, OHS administration will conduct searches as allowed by school district policy and law. Also, to provide a chemical free environment at Orono High School, random breathalyzer testing may be done at school dances and unannounced canine searches of campus areas, including the parking lots, are conducted. The following information further explains procedures associated with the canine searches:

- Orono High School uses the services of law enforcement agencies K-9 units. Their searches are conducted by a highly trained dog handler who is accompanied by a school administrator or designee at all times. Areas of the OHS campus to be included in the search (locker areas, instructional areas, parking lots) are determined by school administration.
- Canine inspections are unannounced and areas of the campus to be searched are selected randomly.
- If the canine search indicates that contraband may be present in a locker, instructional area, backpack, and so on, the school administration will follow search procedures established by school district policy and law.
- By parking on school grounds or within the school's sphere of influence, the person driving the vehicle is deemed to consent to a complete search of the vehicle for any reason. If the canine search indicates that contraband may be present in a vehicle, the following procedure will be followed: 1) the school will identify to whom the vehicle is registered (parking permit application information, license number); 2) The driver will be contacted and directed to unlock his/her vehicle and the interior will be searched; 3) If the search results in the discovery of contraband, school administrators will contact the student's parents and initiate the school's disciplinary policy that includes contacting the police.



VII. DISTRICT POLICIES

***NOTE: For all school board policies refer to the district website.
<http://orono.k12.mn.us/about/school-board/policy-manual/>***

ANTI-DISCRIMINATION

Orono Schools Policy Against Religious, Racial and Gender Discrimination

It is the policy of the Board of Education of Independent School District No. 278 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 educational program or in employment, recruitment, consideration, or selection; whether full-time or part-time under any education program or activity operated by the District for which it receives federal financial assistance.

Policies are developed and implemented to assure compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Chapter 363.03, Minnesota Human Rights Act to the extent applicable with regard to the following areas: educational programs, athletics, counseling, activities and facilities, and employment practices.

The means exist to evaluate, modify, and re-mediate the District's operation relative to civil rights. All persons affected by the implementation of related policies shall receive notice of this policy.

Orono Schools' STUDENT GENDER NONDISCRIMINATION POLICY

- A. The School District provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the School District on the basis of sex.
- B. It is the responsibility of every School District employee to comply with this policy.
- C. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX Coordinator, Aaron Ruhland in the district office. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the School District human rights officer.

Reporting Grievance Procedures

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other School District personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate School District official designated by this policy or may file a grievance. The School District encourages the reporting party or complainant to use the report form available from the administrator of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a School District human rights officer or to the superintendent.
- B. In Each School Building the building administrator is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student. Any adult School District personnel who receive a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the School District human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer.
- D. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments
- E. Use of formal reporting forms is not mandatory.
- F. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Investigation

- A. The human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation by a School District official or by a third party designated by the School District.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The School District human rights officer shall make a written report to the superintendent upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action

- A. Upon conclusion of the investigation and receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation.
- B. The result of the School District's investigation of each complaint filed under these procedures will be reported to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

Reprisal

The School District will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Right to Alternative Complaint Procedures

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

RELIGIOUS, RACIAL, and SEXUAL HARASSMENT

Orono Schools Policy Against Religious, Racial and Sexual Harassment and Violence

1. Everyone in the Orono Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. Name calling, jokes or rumors
 - b. Pulling on clothing
 - c. Graffiti
 - d. Notes or cartoons
 - e. Unwelcome touching of a person or clothing
 - f. Offensive or graphic posters or book covers
 - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.

6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary to the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the district office upon request.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW

PROTECTION AND PRIVACY OF STUDENT RECORDS/DATA

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. § 1232g and the regulations promulgated hereunder.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated there under;
4. The right to refuse release of names, addresses and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated there under.

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

DISCLOSURE OF EDUCATION RECORDS

The school district shall obtain a signed and dated written consent of the parent of a student or an eligible student before disclosing personally identifiable information from the education records of the student, except as provided by school board policy.

For additional information refer to Orono Schools' Board policy 512.

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INTERNET POLICY

Orono School's policy for student use

Access to the Internet is a privilege, not a right. The use of the internet by students must be in support of education and research and consistent with the objectives of the Orono School district. In using the internet resource, students are expected to abide by School Board policy 518 and the following network guidelines. Violations of policy and these guidelines will result in disciplinary action and possible loss of access privileges.

Acceptable Use

- The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities
- Users are expected to use internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies.

Unacceptable Uses

Any use not in support of education and research and/or inconsistent with the objectives of the school district. The following uses of the school district internet resources or accounts are considered unacceptable:

- Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
 - Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination;
- Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization;
- Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

Limited Expectation of Privacy

By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy or the law, and an individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

Parents have the right at any time to investigate or review the contents of their child's files and e-mail files, and parents have the right to request the termination of their child's individual account at any time.

The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

ORONO HIGH SCHOOL GUIDELINES

1. Use of the Internet is for educational purposes. Do not use the Internet for any illegal activities or personal financial gain.
2. Respect current school policies and behavior standards.
3. When responding to online questionnaires, be polite and use appropriate language. Do not swear or use any vulgarities. Do not peruse, download or print offensive text or graphics.
4. Respect rights of others. Do not copy or modify files, data, or passwords belonging to others without their permission. Do not post the work or communications of others.
5. Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
6. Accurately represent yourself, but **do not** reveal your personal address or phone number or anyone else's.
7. Downloading information from Internet resources is not permitted at Orono. Abide by district guidelines for student publishing on the Internet. Any items produced by students will not be posted without their permission and that of the instructors and parents/guardians. If permission is granted, items will be considered fair use and available to the public.

For additional information refer to Orono Schools' Board Policy 518.

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VIOLENCE PREVENTION

The purpose of this policy is to identify measures that the school district will take to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. Students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

It is the policy of the school district to strictly enforce its weapons policy; to act promptly in investigating all acts, of formal or informal complaints, of violence and take appropriate disciplinary action against any student who is found to have violated this policy or any related policy. In addition, the administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption. The school district will also implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

IMPLEMENTATION OF POLICY

The consequences set forth in the school weapons policy (Policy 528) and in the school hazing policy (Policy 520) will be imposed upon any student who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person.

Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.

Student Support

Students will have access to school-based student service professionals when available, including counselors, nurses, social workers and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention. In addition, students will be apprised of school board policies designed to protect their personal safety and will be provided with information as to school district and building rules regarding weapons and violence along with information about resources for violence prevention and proper reporting.

For additional information refer to Orono Schools' Board policy 519.

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HAZING POLICY

Orono School's Policy on Hazing:

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

For additional information refer to Orono Schools' Board Policy 520.

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WEAPONS POLICY

Students and non-students, including employees and other adults, are forbidden from possessing, storing, handling or transmitting any instrument that is considered by the school administrator to be a weapon or a "look-alike" weapon in any part of the school environment except by the approval of the superintendent or designee. "School environment" includes any school building or grounds, whether leased, rented, owned, or controlled by the school, locations of school activities or trips, bus stops, school buses or vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

A student who sees or becomes aware of a weapon at school should not touch it or remain in the presence of a person or persons who have the weapon, and should notify any school employee immediately.

For additional information regarding weapons refer to Orono Schools' Board Policy 528.

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STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

For additional information refer to Orono Schools' District Policy 502.

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BULLYING PROHIBITION

Orono Schools' policy prohibiting "bullying" behaviors:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

However, to the extent such conduct affects the educational environment of the School District and the rights and welfare of its students and is within the control of the School District in its normal operations, it is the School District's intent to prevent bullying (see Policy 511). The purpose of this policy is to assist the School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

For additional information refer to Orono Schools' District Policy 511.

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THE PLEDGE OF ALLEGIANCE

The School Board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

Students in this School District shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school administrator or other person having administrative control over the school intercom speaker.

Exceptions

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 school personnel must respect another person's right to make that choice.

Instruction

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

For additional information refer to Orono Schools' District Policy 525.

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VIII. Conduct and Consequences

ACADEMIC INTEGRITY			
Trustworthiness Responsibility Fairness			
ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
Plagiarism: Failure to acknowledge the source of all information gathered in the preparation of class and written work. This includes direct quotation, paraphrase, and borrowing information or facts that are not common knowledge without acknowledging the source through footnote, citation, or proper quotation marks.	<ul style="list-style-type: none"> • May result in loss of credit for the work. • Parent notification. • Incident reported to school administration • Behavior consequences, which may include detention, ISS, or OSS 	<ul style="list-style-type: none"> • May result in loss of credit for the work. • Parent notification. • Referral to administration • Parent conference • Behavior consequences, which may include detention, ISS, or OSS • MSHSL/OHS sanctions 	<ul style="list-style-type: none"> • Removal from the class. • Course grade may be affected • Referral to administration • Parent notification • Behavior consequences, which may include detention, ISS, or OSS • MSHSL/OHS sanctions
Cheating: The intentional use or attempted use of materials, information, or study aides other than those specifically authorized; the attempt to claim credit for learning that is not one's own (unauthorized collaboration with others in doing research or preparing assignments - improper use of internet sites or electronic devices - use of books, notes, calculators, discussion with others, copying others' work unless specifically allowed by the teacher).	Copy and Submit Another Student's HOMEWORK:		
	<ul style="list-style-type: none"> • May result in loss of credit for the work. • Referral to administration. • Parent notification. • Detention, ISS or OSS 	<ul style="list-style-type: none"> • May result in loss of credit for the work. • Referral to administration. • MSHSL/OHS sanctions. • Parent notification. • Suspension. 	<ul style="list-style-type: none"> • Removal from the class. • Course grade may be affected. • Referral to administration. • Parent notification. • MSHSL/OHS sanctions.
	Copy and Submit Another Student's TEST RESPONSES:		
	<ul style="list-style-type: none"> • May result in loss of credit for the test. • Referral to administration. • Parent notification. • Detention, ISS or OSS 	<ul style="list-style-type: none"> • May result in loss of credit for the work. • Referral to administration. • MSHSL/OHS sanctions. • Parent notification. • Suspension. 	<ul style="list-style-type: none"> • Referral to administration. • Expulsion from the class. • Course grade may be affected. • Parent notification. • MSHSL/OHS sanctions. • OSS or ISS.
NOTE: Further Incidents: The sanctions noted above and possibly a grade of F/no credit for the course			
Fabrication: The invention of information in any academic assignment or activity, altering information.	<ul style="list-style-type: none"> • May result in loss of credit for the work. • Referral to administration. • Parent notification. 	<ul style="list-style-type: none"> • May result in loss of credit for the work. • Parent notification. • Referral to administration. • MSHSL/OHS sanctions. 	<ul style="list-style-type: none"> • Removal from the class. • Course grade may be affected. • Referral to administration.
Facilitating: Assisting another in any activity that is academically dishonest	The same consequences identified with the specific dishonest activity		
Theft: Taking / photographing teacher-prepared materials or records and the use of a teacher's computer without specific permission constitutes a theft of records.	<ul style="list-style-type: none"> • Includes Stealing / Photographing a Test and Sharing Answers • Referral to administration • Parent notification • May result in removal from the class and a grade of F/no credit for the course • MSHSL/OHS sanctions • OSS or ISS 		
Information regarding expectations for academic integrity at OHS is communicated to students and parents in the following ways: *Student/Parent Handbook *Class Information provided by teachers at the beginning of each course			
Additional sanctions for violations of academic integrity may include: *notation on the cumulative record * inability to acquire teacher recommendations *denial of membership and participation in student organizations			
Appeals: Students may appeal penalties assigned by a teacher. The appeal process is facilitated by the OHS administration.			
INCIDENTS OF ACADEMIC DISHONESTY ARE CUMULATIVE THROUGHOUT A STUDENT'S FOUR-YEAR HIGH SCHOOL CAREER			

ATTENDANCE			
Responsibility			
ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
UNEXCUSED ABSENCES TRUANCY OUT-of- ASSIGNED AREA Absence from a portion of one class or from one or more entire class periods without permission or a reason considered to be an "unexcused" absence by the Orono School District	<ul style="list-style-type: none"> ● A "zero" may be given for the class period(s) and no makeup work accepted. ● Administrative Warning. ● Detention 	<ul style="list-style-type: none"> ● A "zero" may be given for the class period(s) and no makeup work accepted. Detention given at the discretion of administration. Parent Notification via <i>ParentVue</i>. 	<ul style="list-style-type: none"> ● A "zero" may be given for the class period(s) and no makeup work accepted. ● Detention given at the discretion of administration. ● Parent Notification via <i>ParentVue</i>. ● Parent <i>ParentVue</i> alert activated
	PARKING PERMIT MAY BE SUSPENDED/REVOKED FOR EXCESSIVE TARDIES OR UNEXCUSED ABSENCES		
	A refund will NOT be given to students whose permit has been suspended or revoked		
LEAVING THE BUILDING WITHOUT PERMISSION or FAILING TO PROPERLY SIGN OUT IN THE MAIN OFFICE ACCORDING TO SCHOOL POLICY	<ul style="list-style-type: none"> ● Detention (1 for each class period missed). ● Parental Notification. ● A "zero" earned for the classes missed and no makeup work will be given. ● A truancy petition may be filed with the county according to state law. 		
	PARKING PERMIT MAY BE SUSPENDED/REVOKED A refund will NOT be given to students whose permit has been suspended or revoked		
TARDY TO SCHOOL TO CLASS	Teachers contact parents and assign detention. Subsequent incidents will result in a disciplinary intervention with 1 detention assigned for every 3 tardy incidents - Parent Notification via <i>ParentVue</i> .		

BUS CONDUCT			
Responsibility Respect Citizenship			
ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
Administrators respond to Incident reports issued by bus drivers REMINDER: Transportation provided to and from school is a privilege rather than a right for students.	Serious offenses may result in immediate suspension from riding the bus.	5 day suspension from riding the bus.	10 day suspension from riding the bus.
	4th Offense = 20 day suspension from riding the bus Parent Meeting		
	5th Offense = Suspension from riding the bus for the remainder of the school year Parent Notification		
	Serious misconduct will be reported to the Department of Public Safety		

CHEMICAL HEALTH			
Responsibility Caring and Respect for Self			
ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
CHEMICALS - DRUGS OR ALCOHOL Possessing, using, or being under the influence of chemicals on school grounds or at school sponsored activities. Includes drug or chemical paraphernalia	<ul style="list-style-type: none"> ● 3 - 5 days OSS minimum pending recommendation for expulsion ● Parent Notification ● Law Enforcement Notification ● Law Enforcement Notification 	<ul style="list-style-type: none"> ● 3 - 5 days OSS minimum pending recommendation for expulsion ● Parent Notification ● Law Enforcement Notification ● Recommend outside evaluation 	
	<ul style="list-style-type: none"> ● Possible Recommendation for Expulsion ● Minnesota High School League Rules Apply 		
SELLING / DISTRIBUTING CHEMICALS Selling or providing to others	Recommendation for Expulsion Law Enforcement Notification Minnesota High School League Rules Apply		

CHEMICAL HEALTH, Cont.

TOBACCO PRODUCTS Possessing or using tobacco products (including e-Cigarette devices or liquid, oil, or juice) on school property or at any school event regardless of the location	OSS as determined to be appropriate by an administrator	<ul style="list-style-type: none"> ● Referral to social worker ● Notify Liaison Officer 	<ul style="list-style-type: none"> ● Parent/Student conf. with administrator prior to readmission ● Referral to social worker ● Notify Liaison Officer ● Referral to chemical health specialist ● Develop an individual discipline plan ● Fourth Occurrence ● Student/Parent conference to reassess the IDP and possible expulsion recommendation
	<ul style="list-style-type: none"> ● Parent/Student conference with an administrator prior to readmission ● Educational lesson ● Referral to social worker ● Notify Liaison Officer 		
Minnesota State High School League rules apply – see p 53 for definition			

DRIVING and PARKING

Respect Responsibility Citizenship Caring

ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
DRIVING RECKLESSLY ON SCHOOL GROUNDS	<ul style="list-style-type: none"> ● Parent Notification. ● 2 weeks suspension of parking permit. ● Police Notification. ● Detention, ISS or OSS. 	<ul style="list-style-type: none"> ● Parent Notification. ● 1 semester suspension of parking permit. ● Police Notification. ● 3-5 day OSS. 	<ul style="list-style-type: none"> ● Parent Notification. ● Permanent loss of parking privileges. ● 3-5 day OSS. ● Police Notification.
PARKING WITHOUT A PROPERLY DISPLAYED PERMIT or OUTSIDE OF ASSIGNED LOT	<ul style="list-style-type: none"> ● Ticketing. ● Possible Towing. 	<ul style="list-style-type: none"> ● Ticketing ● Possible Towing 	<ul style="list-style-type: none"> ● Towing. ● Loss of parking privileges for 1 semester. ● Ticketing.
GIVING, SELLING, COPYING A PARKING PERMIT FOR USE BY ANOTHER STUDENT / COPYING AND USING ANOTHER STUDENT'S PURCHASED PERMIT	Fine (\$35.00 - the cost of an OHS parking ticket) Loss of Parking Privileges Revoke Parking Pass Additional Disciplinary Action may Include OSS		
FAILURE TO PAY PARKING VIOLATION FINE	Suspension of Parking Privileges on Orono School Property until the ticket / fine has been resolved and/or loss of other privileges until fine is paid.		

INTERNET ACCESS

Trustworthiness Responsibility Fairness Citizenship

ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
FAILURE TO COMPLY WITH SCHOOL BOARD POLICY 518	<ul style="list-style-type: none"> ● Suspend / Revoke user access privileges for a time determined by school administration ● Detention, ISS, OSS depending on the particular situation and violation of other expectations for student conduct 		

PERSONAL CONDUCT

TOWARD OTHERS:

Caring Respect Citizenship Trustworthiness

ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
Assault: Deliberately attempting to cause injury to another person, including physical and verbal assault Harassment, Bullying: Refer to district policy	<ul style="list-style-type: none"> ● 3-5 day OSS. ● Parent Conference. ● Notify Police. 	<ul style="list-style-type: none"> ● 5-10 day OSS. ● Parent Conference. ● Notify Police. 	<ul style="list-style-type: none"> ● 5-10 day OSS pending investigation and possible expulsion. ● Parent Conference. ● Notify Police.

PERSONAL CONDUCT – Toward Others, Cont			
Fighting: Both parties contribute to conflict through verbal or physical actions.	<ul style="list-style-type: none"> ● 3-5 day OSS ● Parent Conference ● Notify Police. 	<ul style="list-style-type: none"> ● 5-10 day OSS. ● Parent Conference. ● Notify Police. 	<ul style="list-style-type: none"> ● 5-10 day OSS pending investigation and possible expulsion. ● Parent Conference. ● Notify Police.
Hazing: Committing or coercing another student to commit an act that creates a risk of harm to that student or another person, as part of an initiation into or affiliation with an organization	<ul style="list-style-type: none"> ● Complete investigation by school district officials. Steps will be taken to protect the complainant, reporter, students, or others pending completion of the investigation. Disciplinary action is at the discretion of school administration and may include a recommendation for expulsion ● Police Notification 		
Reprisal: Retaliation against any person who makes a good faith report of alleged hazing or harassment; against any person who testifies, assists, or participates in an investigation.	<ul style="list-style-type: none"> ● Complete investigation by school district officials. Steps will be taken to protect the complainant, reporter, students, or others pending completion of the investigation. Disciplinary action is at the discretion of school administration and may include a recommendation for expulsion ● Police Notification 		
Threatening / Intimidating other STUDENTS:	<ul style="list-style-type: none"> ● Up to 3 day OSS ● Parent Notification ● Police Notification. 	<ul style="list-style-type: none"> ● 3-5 day OSS. ● Parent Notification. ● Police Notification. 	<ul style="list-style-type: none"> ● 5+ day OSS. ● Parent Notification. ● Police Notification. ● Possible recommendation for expulsion
Threatening / Intimidating / Assault of a TEACHER, ADMINISTRATOR, or STAFF MEMBER:	<ul style="list-style-type: none"> ● 3-10 day suspension pending possible recommendation for expulsion ● Police Notification 		
PERSONAL CONDUCT			
TOWARD SCHOOL & PERSONAL PROPERTY:			
<i>Respect Responsibility Caring Citizenship Trustworthiness</i>			
ARSON: Intentional damage or destruction of school property with the use of fire or explosives	<ul style="list-style-type: none"> ● OSS pending possible recommendation for expulsion ● Police Notification 		
THEFT	<ul style="list-style-type: none"> ● OSS to be determined by the administration pending possible recommendation for expulsion ● Parent and Police Notification ● Restitution 		
UNAUTHORIZED USE OF SCHOOL PROPERTY: Misuse; using for something other than the intended permission purpose; using without permission	<ul style="list-style-type: none"> ● As Determined to be Appropriate by Administration: ● ISS or OSS ● Police Notification ● Parent Notification 		
WILLFUL DAMAGE/VANDALISM	<ul style="list-style-type: none"> ● As Determined to be Appropriate by Administration: ● ISS, OSS, Possible Recommendation for Expulsion ● Parent Notification ● Police Notification 		
FAILURE TO COMPLY WITH SCHOOL BOARD POLICY 518: INTERNET USE	<ul style="list-style-type: none"> ● Suspend / Revoke user access privileges for a time determined by school administration ● Detention, ISS, OSS depending on the particular situation and violation of other expectations for student conduct 		

PERSONAL CONDUCT			
TOWARD THE LEARNING ENVIRONMENT and the EDUCATIONAL FOCUS OF OHS:			
<i>Respect Responsibility Caring Citizenship Trustworthiness</i>			
ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
DISRESPECTFUL / DISRUPTIVE BEHAVIOR: A response, comment, or action to a teacher's direction or instruction; an action that interferes with another student's learning or a teacher's instruction	<ul style="list-style-type: none"> ● As Determined to be Appropriate by Administration: ● Removal From Class ● Detention, ISS, OSS ● Parent Notification / Conference 		

PERSONAL CONDUCT, Toward the Learning Environment, Cont.

WILLFUL DISOBEDIENCE / INSUBORDINATION: Failure to follow a direction given by a staff member WILLFUL INTERFERENCE: An action taken to prevent a staff member from performing his/her lawful duties	<ul style="list-style-type: none"> ● As Determined to be Appropriate by Administration: ● Removal From Class ● Detention, ISS, OSS ● Parent Notification / Conference 		
DISORDERLY CONDUCT: Engaging in offensive or abusive language or in conduct that disrupts the learning environment, tends to incite alarm, or contributes to unsafe conditions	<ul style="list-style-type: none"> ● As Determined to be Appropriate by Administration: ● Removal From Class ● Detention, ISS, OSS ● Parent Notification / Conference ● Police Notification 		
DRESS / APPAREL / ACCESSORIES: Wearing any apparel or accessory that is 1.) not appropriate for the educational setting or accordance with federal and state law as well as school district policy; 3.) that promotes, advertises, or depicts the use of alcohol, drugs, tobacco; 4.) that promotes or depicts the use of weapons or violent actions	<ul style="list-style-type: none"> ● Change of Clothing ● Parent Notification ● Send Home for the day 	<ul style="list-style-type: none"> ● Change of Clothing ● Parent Notification ● Send Home for the day ● Detention 	<ul style="list-style-type: none"> ● ISS
FAILURE TO ATTEND DETENTION:	<ul style="list-style-type: none"> ● Warning ● Parent Notification 	<ul style="list-style-type: none"> ● Parent Notification ● Detentions Double 	<ul style="list-style-type: none"> ● ISS ● OSS
<ul style="list-style-type: none"> ● Students may be suspended from participating in school activities until assigned detentions have been completed 			
FALSIFYING RECORDS / IDENTIFICATION: Providing false information on school identification or records; Providing false information to a staff member; Misusing school identification	<ul style="list-style-type: none"> ● As Determined to be Appropriate by Administration: ● Detention, ISS, OSS 		
NUISANCE ITEMS: Possessing items that disrupt the learning climate	<ul style="list-style-type: none"> ● Confiscation of the item until the end of the school day 	<ul style="list-style-type: none"> ● Confiscation of the item until the parent comes to school to pick up the item 	<ul style="list-style-type: none"> ● Confiscation until the end of the school year
<ul style="list-style-type: none"> ● Continued disruption may lead to detention or ISS 			
PUBLIC DISPLAY OF AFFECTION: Interactions that model behaviors inappropriate in the school setting	<ul style="list-style-type: none"> ● Student Conference / Parent Notification ● Possible detention, ISS, OSS 		

SAFETY

Respect Responsibility Citizenship Caring

ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
DANGEROUS / HARMFUL ITEMS: Possession of items that are detrimental to student / staff safety; that have the potential to disrupt the educational environment and destroy property	<ul style="list-style-type: none"> ● As Determined to be Appropriate by Administration: ● Student Conference / Parent Notification ● Detention, ISS, OSS, Possible Recommendation for Expulsion ● Possible Police Notification 		
WEAPONS - "ZERO TOLERANCE": "Weapon" means any firearm whether loaded or unloaded; any chemical substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten or to cause bodily harm. Possessing, storing, handling, or transporting any instrument that is considered by the school administration to be a weapon or "look-alike" weapon in any part of the school environment except by the approval of the superintendent or designee. These weapons and the actions taken by the school administration are:			
CATEGORY I: Loaded / Unloaded firearms, Other Guns (pellet, BB, stun, look-alike) Knives, Automatically Opening Blades, Daggers, Swords, Razors Artificial Knuckles, Blackjacks, Nunchucks, Stars Explosives			

Hunting Bows, Crossbows, Slingshots	
SAFETY, Cont.	
Response Procedure / Consequences: 1.) Confiscation of the weapon (if it can be taken safely) / 911 call for assistance if needed 2.) Administrative Hearing 3.) Notification of the superintendent or designee	4.) Notify Parent 5.) OSS pending recommendation for expulsion 6.) Police Notification
CATEGORY II: Small Pocket Knives, Throwing Darts, Mace, Flammable Liquids, Laser Pointers Fireworks, Firecrackers, Smoke Bombs Unauthorized Tools, Chains, Pipes Nuisance Items, Non Look-alike Toys	
Response Procedure / Consequences: 1.) Confiscation of the weapon (if it can be taken safely) 2.) Notify the Parent 3.) Administrative Hearing	4.) OSS pending consideration of expulsion 5.) Police Notification and possible recommendation to charge 6.) Recommendation to superintendent regarding possible expulsion

SECURITY			
Respect Responsibility Citizenship Caring			
ISSUE	1st Occurrence	2nd Occurrence	3rd Occurrence
OPENING AND/OR ENTERING SECURED ENTRANCES: Opening and/or entering secured entrances during school hours (opening to admit someone during school hours, propping secured entrances open during school hours, and so on), including Activities Center doors.	<ul style="list-style-type: none"> • 3 detention • Student Conference / Parent Notification 	<ul style="list-style-type: none"> • 3 detention • Student Conference / Parent Notification 	<ul style="list-style-type: none"> • As Determined to be Appropriate by Administration: • Student Conference / Parent Notification • Detention, ISS, OSS, Possible Recommendation for Expulsion • Possible Police Notification

Minnesota State High School League
Electronic Cigarettes/Nicotine Delivery Systems

An electronic cigarette, or e-cigarette, is an alternative to smoked tobacco products, such as cigarettes, cigars, or pipes. It is a battery-powered device that provides inhaled doses of nicotine or other chemicals by delivering a vaporized propylene glycol/nicotine solution. Essentially, an e-cigarette is a delivery system for nicotine, lobelia, marijuana or other chemicals.

The Minnesota Legislature has made it illegal for minors to purchase, possess or attempt to purchase an e-cigarette (Minnesota Statute 609.6855). Additionally, the U.S. Court of Appeals for the D.C. Circuit, in *Sottera, Inc. v. Food & Drug Administration*, 627 F.3d 891 (D.C. Cir. 2010) held that e-cigarettes and other products made or derived from tobacco can be regulated as “tobacco products.”

E-cigarettes and other devices that deliver nicotine or any other products derived from tobacco fall under Bylaw 205—Chemical Eligibility, and MSHSL Bylaw 206—Good Standing.