



**Albany High School**

**2023-24**

**Student Handbook**

## FORWARD

This handbook is published so parents, students, and teachers may have information concerning activities at Albany Area Senior High School. AHS has adopted rules and procedures which permit each student an opportunity to function effectively within the school environment.

## DAILY SCHEDULE

The school building is open from 7:30 a.m. to 3:45 p.m. Classes meet from 8:15 a.m. to 3:05 p.m. *Albany HS has a closed campus, which means students are not permitted to leave the building during school hours without permission from the office.*

### REGULAR SCHEDULE

BLOCK 1: 8:15 - 9:40  
    Skinny A 8:15 - 8:56  
    Skinny B 8:59 - 9:40  
BLOCK 2: 9:50 - 11:15  
BLOCK 3: 11:23 - 1:10  
A   Lunch 11:15 - 11:45  
    Class 11:45 - 1:10  
B   Class 11:21 - 12:46  
    Lunch 12:46 - 1:16  
ADVISORY: 1:16 - 1:36  
BLOCK 4: 1:40 - 3:05

### RESOURCE DAY SCHEDULE

BLOCK 1 8:15 - 9:33  
    Skinny A 8:15 - 8:53  
    Skinny B 8:55 - 9:33  
BLOCK 2 9:43 - 11:01  
BLOCK 3  
A   Lunch 11:01 - 11:31  
    Class 11:31 - 12:49  
B   Class 11:09 - 12:27  
    Lunch 12:27 - 12:57  
BLOCK 4 12:57 - 2:17  
RESOURCE 2:25 - 3:05

### EARLY DISMISSAL SCHEDULE

BLOCK 1 8:15 - 9:05  
    Skinny A 8:15 - 8:39  
    Skinny B 8:41 - 9:05  
BLOCK 2 9:09 - 9:59  
BLOCK 4 10:03 - 10:53  
BLOCK 3:  
B   Lunch 10:53 - 11:23  
    Class 11:23-12:20  
A   Class 10:57 - 11:50  
    Lunch 11:50 - 12:20

### LATE START SCHEDULE

BLOCK 1 10:15 - 11:17  
    Skinny A 10:15 - 10:45  
    Skinny B 10:47 - 11:17  
BLOCK 2  
A   Lunch 11:17 - 11:47  
    Class 11:47 - 12:49  
B   Class 11:21 - 12:23  
    Lunch 12:23 - 12:53  
BLOCK 3 12:57 - 1:59  
BLOCK 4 2:03 - 3:05

**Lunch A - 9th grade (or classes made up of predominantly 9th grade)**

**Lunch B - 10-12th grades**

**\*NOTE grade level lunches could change depending on schedules.**

**Resource Day:** On Wednesdays from 2:25 until 3:05 students will attend a supervised Resource while teachers work in Professional Learning Communities as part of their professional development. Students will be able to catch up on missing work and get help from teachers. Juniors and Seniors will be allowed to leave at 2:25 if they are currently passing all courses. Juniors and Seniors not passing courses will be required to report to a designated room.

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## School District Policies Academics and Activities

### **COMMENCEMENT CREDIT REQUIREMENT**

Students must have completed all graduation requirements in order to participate in Albany Area High School Commencement Exercises. Administration reserves the right to make exceptions in the event of extenuating circumstances.

### **GRADING SYSTEM**

Report cards are issued every nine weeks. AHS uses an "A-F" system with 'A' being excellent, 'B' good, 'C' average, 'D' below average, 'P' passing and 'F' failing. An 'I' means that the student has an incomplete for the period. Incomplete grades are offered by the teacher when extenuating circumstances occur. **All incomplete work must be made up within two weeks of the end of the grading period** unless special arrangements are made with the teacher and the principal. An incomplete grade may turn into an 'F' if work is not completed within two weeks.

### **WEATHER RELATED At-Home Learning Day - Students and teachers not in the building**

These are days when school is cancelled due to inclement weather or other uncontrollable circumstances.

1. Parents/Guardians will receive a message that school will be closed. Students will not report to school, but will engage in learning activities assigned via Schoology.
2. Teachers will post work by 9:00 AM.
3. Teachers will be available online via email/Schoology to answer questions and provide guidance from 9:00-11:00 AM and 1:00-3:00PM
4. Assignment due dates will be noted by the teacher.
5. Students must log in to block 1 by 9:45 AM via Schoology. (Block 1 teachers take attendance and enter in Infinite Campus.)
6. SPED
  - If students' IEP goals are not met by following the grade level plan, alternate plans will be sent home.
  - If students who receive interventions are not able to follow the grade level plan, alternate plans will be sent home that focus on students' specific needs.
  - Parents of students receiving Speech and Language services will receive plans via email or copies sent home from the case manager with activities outlined.
7. A plan will be developed by Sept 30th for students who do not have internet access available to them.

### **ACADEMIC ELIGIBILITY STANDARDS FOR EXTRACURRICULAR PARTICIPATION**

Participation in extracurricular activities is a privilege granted to all students in the Albany Area Schools. This privilege is extended to all students meeting academic standards of eligibility as set by the Albany Area School Board. Students will be deemed ineligible for competition and/or participation in activities if they are currently failing a course, have received a failing grade at the end of a course or are off track for graduation.

### **Failing Grades During Course**

Starting on the 3rd week of each quarter grades will be pulled on the first day of school of each week. Students with an F in any course will be ineligible to compete for that week.

### **Failing an Entire Class**

Students who fail a course will be required to miss the next two competitions in whichever activity they participate in not to exceed 10 percent of the season. In the event that a course is failed while a student is not enrolled in an activity, the penalty will be carried forward to the next activity they enroll in and complete the season in good

standing. (Ex: If a student only participates in volleyball and fails a Q3 class, they will miss the next two matches of the next season).

### **Being Off Track for Graduation**

Students who are off track for graduation will be deemed ineligible for participation in activities. Being 'off track' is defined as being more than half a credit behind pace for graduation relative to total credits or missing more than one required course relative to peers.

To be eligible for extracurricular activities students must also maintain good attendance. If a student misses five days in a quarter they may become ineligible until all work has been made up as verified by all the student's teachers. For each successive absence a student would be ineligible until all work has been made up and teachers have signed the make-up slip. Students who are absent may not participate in extracurricular activities on the day of absences unless the reason is approved by the Activities Director or Principal.

### **POLICY FOR POSITIONS OF HONOR**

Selections to Student Council, National Honor Society, Homecoming or Snow Daze Royalty, Captain and Leaders, positions of captain/president, commencement speaker/performer, and class officer is an honor, one that requires that the student has demonstrated a high standard of school citizenship. Anyone who has been cited for a violation of school, local, state or High School League policies regarding substance possession or use, or has been suspended more than once for violation of any school policy, will not be eligible for the above positions for a period of one year. The statement above will apply if the violation occurred during the year of the selection process. The "year" includes the summer preceding the school year starting with the completion of the graduation ceremonies. In the case of Homecoming and Snow Daze Royalty, the policy only applies from the previous year up until the selections have been made. Students who are selected in the above positions will be removed from their positions the first time there is a violation of this policy regarding the use or possession of mood altering substances, or for two incidents of school suspension during the year of the leadership position.

\*NOTE - students who have a school, local, state or MSHSL violation during the season are ineligible to receive post-season team/group awards for that activity.

Attendance at school activities such as homecoming, snow week and spring fling festivities are considered a privilege. Students who do not follow school policies and procedures will not be allowed to attend such activities. Students with detention time due must first complete the detention time before attending these activities.

### **ACADEMIC LETTERING**

Students will have the opportunity to earn an academic letter based on their cumulative GPA in grades 10-12. 10th graders will qualify if they have earned a 3.8 GPA or higher. 11th graders need a 3.7GPA or higher, and 12th graders need a 3.6 or higher. Academic letters are calculated at the end of 3rd quarter and are awarded at the end of the school year.

### **PHYSICAL EDUCATION**

Students will be excused from participation in physical education classes if the student presents one of the following in writing:

1. Doctor's excuse--This note must include the length of time for non participation for the excuse and must be signed by the doctor and list all activities the student may participate in.
2. Parental excuse--This is valid for one class meeting in a case where the student has just returned to school after an illness or accident, or a similar circumstance.

Procedure: The student must present the excuse to the principal or nurse in the morning before school. The student will be given the proper excuse to present to the Physical Education teacher. It is further understood that an excused absence from physical education means the student shall not participate in after school athletic activities.

### **ALBANY AREA SCHOOLS SWIMMING PROGRAM POLICY**

This policy was adopted in 2006 for swimming programs including physical education classes. No jewelry is allowed in the pool area. Only certified staff, life guards, and educational assistants are permitted in the pool area while students are swimming. Swimsuits will cover an appropriate amount of the body. If there is a question in

regards to the appropriateness of the swimsuit, the school nurse will be consulted. Two piece swimsuits are acceptable as long as they cover the body to an acceptable level; one piece suits are recommended. All students are required to complete the full swimming curriculum as outlined in the Albany Area School Physical Education Curriculum. Failure to fulfill this requirement will result in a failing grade for that unit. Medical exceptions will be handled on an individual basis.

### **Health and Safety**

#### **AFTER SCHOOL HOURS**

Students are expected to leave the building promptly upon dismissal each day. You are allowed to stay in the building only if you are supervised directly by a staff member or remain in the cafeteria. Faculty members are in the building from 8:00 a.m. until 3:45 p.m. Those waiting for a ride must remain in the cafeteria and will not be allowed to roam the building.

#### **STUDENT ATTENDANCE POLICY**

**THIS IS AN ABRIDGED VERSION OF THE ALBANY AREA SCHOOLS ATTENDANCE POLICY. THE ENTIRE VERSION IS AVAILABLE ON THE SCHOOL'S WEBSITE.**

The Albany Area School Board believes students regular school attendance is: (a) directly related to student's success in academic work; (b) benefits our students socially; (c) provides opportunities for communications between teachers and students; (d) establishes regular habits of dependability important to the future of the student. The purpose of our policy is to encourage regular school attendance; it is intended to be positive, not punitive.

Our policy also recognizes class attendance is a joint responsibility to be shared by our students, the parent(s) or guardian(s), teacher(s) and administrator(s). This policy will assist students in attending class. It is also policy that all students, regardless of age are required to have all absences verified by a parent/guardian. The authority to decide whether an absence is excused, unexcused, or unapproved rests with the building principal(s).

Prearranged absences may be allowed for educational trips, testing, or medical appointments. Parents should notify the school as far in advance as possible in order for the student and teachers to plan for make up work during the absence.

The procedure for sickness/illness to be followed when a student will be absent from school is:

1. The parent/guardian is asked to notify the school that their child is sick in order for the absence to be excused. Absences that are not verified by a parent/guardian will be deemed unexcused.
2. Absence from class during the school day ("skipping a class," or a part of it), excessive tardiness to class, tardiness or absence due to oversleeping, excessive absences as determined by the principal, or leaving the school building without approval will be an unexcused absence.
3. **Attendance and Extracurricular Participation:** Students with unexcused or unapproved absences will not be allowed to participate in extracurricular activities on that day. In addition, students must be in attendance for two complete blocks of the school day to participate in extracurricular activities even if the absences are excused. This pertains to practice and games or performances. Situations with pre-arranged appointments or extenuating circumstances should be discussed with the activities director.

#### **DEFINITIONS OF TYPES OF ABSENCES**

There are only 4 reasons a child can lawfully miss school: 1) Illness, 2) Medical/Dental appointment, 3) Religious holiday, 4) Extreme Family Emergency.

1. **EXCUSED ABSENCES:** Absences will be excused if they fall in to one of the categories: A) Illness, B) Family Emergency, C) Medical/Dental appointments, D) Court Appearances, E) Religious instruction not to exceed 3 hours per week, F) Physical emergencies such as flood, fire, etc., G) Pre approved Trips. H) In School Suspension.

2. **UNAPPROVED ABSENCES:** These are absences excused by the parent but not excused by the school. The student will not receive disciplinary consequences for these absences but the student will not have a time extension to complete their school work. Unapproved absences may be counted as unexcused absences for the purpose of determining truancy.

3. **UNEXCUSED ABSENCE:** The following excuses are illegal and unexcused: babysitting, work, rest due to work, travel (unless pre approval), missing the bus or getting kicked off the bus, weather (unless school is officially cancelled), keeping a parent company, oversleeping, or helping at home.

## **HABITUAL TRUANCY**

After the third unexcused/unapproved absence a letter will be sent to parents/guardians informing them of the issue. After the 5th unexcused/unapproved absence a student will be referred to the Stearns County Truancy mediation program.

## **POLICY FOR EXCESSIVE ABSENCE:**

If a student is excessively absent from school the following policy will be made active. On the fifth day of absence during the quarter the parent will be notified and be requested to conference with the principal. From that point on (Day 5 of absence for the quarter) all absences will be unexcused unless the parent calls the student services office with an acceptable excuse by 4:00 p.m. the day of the absence.

**The only exceptions to this policy will be for long-term illness requiring home bed rest or hospitalization as determined from an investigation conducted by the school nurse which will include doctor verification.**

**TARDINESS:** Students are considered tardy if they are not in their seats when their class begins. If you are not in school by 8:15 a.m. or do not get to your first class in time, report immediately to the office for an admit slip. When a student reaches three (3) tardies it will constitute one day of unexcused absence for truancy purposes. Tardiness will be handled by the teacher, and may result in disciplinary action.

## **LEAVING THE SCHOOL BUILDING:**

Students leaving the building during the school day for pre-arranged absence, illness or emergencies\*, must:

1. Have a parent or guardian notify the office in advance
2. Sign-out in the office when leaving (and when returning) during the school day;
3. Leave through the office entrance only. **(Student's may not leave via the Middle School or other doors)**

\*Students leaving school without permission will be unexcused.

(A parent may also call to have a student released.)

## **DIRECTORY INFORMATION**

The Albany Area Schools **may** release "directory information" about students to entities requesting it. This is information that is not considered harmful or an invasion of privacy. This includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and previous educational institutions the student has attended. Parents may "opt out" of this policy and request the district not release any information by notifying the school, in writing, that you wish to have no information released concerning your child. NOTE: Public schools are required to furnish information to military recruiters upon request, unless the parents have "opted out" in which case no information will be released.

## **STUDENT DISCIPLINE POLICY**

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's education and learning experience. Therefore, this district-wide discipline policy has been adopted. It is the responsibility of the school board, administration, teachers, and employees to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act according to State statute, State Board of Education regulations and this policy.

The following school board policies apply to **all school and school sponsored activities**.

## **RULES OF CONDUCT**

Disciplinary action will be taken for any behavior which disrupts good order or violates the rights of others. The following acts are unacceptable behaviors subject to disciplinary action:

- 1) Truancy and unauthorized absences: Truancy, the absenting of one's self from school or class without the knowledge and approval of the school and/or parent, is not condoned.
- 2) Damage to School Property, Personal Property or Theft.
- 3) Aggravated assault: Committing an assault upon the person of another will result in serious disciplinary procedures.

4) Verbal Assault/Bullying: Verbal assaults are abusive, threatening, profane, or obscene language, (oral or written), toward a staff member or another student. This includes conduct which degrades people because of their race, religion, ethnic background, physical or mental disabilities and includes sexual harassment.(See Policy)

5) Threats or Disruptions: Threats to normal school operations or school activities, including, but not limited to, the reporting of dangerous or hazardous situations that do not exist. School Disruptions are any disturbance or interruptions of the school or school-sponsored activities including but not limited to displaying of a Confederate Flag.

6) Dangerous, Harmful and Nuisance Substances and Articles: **A) Drugs and Alcohol**: Students are prohibited from using, possessing, distributing, or being under the influence of mood altering drugs, alcohol or narcotics at school or school sponsored activities, or on school grounds. **B) Tobacco**: Possession or use of any type of tobacco product, including vaping products by a student, or the use of one while on school grounds or at school sponsored activities is prohibited. **C) Harmful or Nuisance Articles**: Students are prohibited from possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property at school or at school sponsored activities.

Disciplinary action for the above may include but is not limited to the following: a) Loss of school privileges or positions for a period of one year, b) Notification of Law Enforcement and fines assessed c) Enforcement of MSHSL rules and district #745 extracurricular participation policy, d) Parental Conference, e) Suspension, Exclusion or Expulsion. f) Mandatory Chemical Assessment and following of the recommendations of the professional.

7) Insubordination: Defined as failure to respond or carry out a reasonable request by a staff member. Insubordination also includes abusive or inappropriate language directed towards a staff member.

8) Cheating: Teachers have the right to discipline students for cheating by assigning a zero on an assignment/test on which the student had cheated. Cheating reported to the office will be investigated and discipline may be assigned.

9) Hazing: It is the policy of the Albany Area School Board that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another to do an act of initiation into the school, or any school organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

10) No senior high students are allowed in the Middle School wing of the school unless they are attending a class located there. Senior high students may not exit the building through the Middle School corridors as well.

11) Public Displays of affection: Students must show respect for their peers and not engage in excessive displays of affection. Kissing, groping, excessive hugging, and other offensive touching will not be allowed. This policy applies to all school functions regardless of location.

12) Tennessee Warning: Students are expected, by school policy, to cooperate with school officials when being questioned in a disciplinary investigation. Noncooperation may result in disciplinary action. Information received will be released to school officials, parents, guardians, (and MSHSL if required) only. Suspected criminal activity will be submitted to law enforcement.



## DISCIPLINARY ACTION

Disciplinary action may include but is not limited to the following:

- A. Meeting with teacher, counselor, principal;
- B. Personal Improvement Plan;
- C. Detention
- D. Loss of School Privileges;
- E. Parental Conference;
- F. Modified School Program;
- G. Removal from Class;
- H. Suspension, In School(ISS) or Out of School(OSS);
- I. Exclusion or
- J. Expulsion.

The chart that follows contains examples of unacceptable behavior and the possible discipline that would result. The severity of the violation may dictate greater or lesser action than listed.

Unacceptable Behavior	CONSEQUENCES FOR OCCURRENCE #				
	1	2	3	4	5
School Disruption	ABC	CEG	EH(1)	EFH(3)	H(5-10) IJ
Profanity/Vulgarity	AB	C	EH(1)	EFH (3)	H(5-10) IJ
Lunch Hour Violation	ABC	CDF	EH(1)	EFH (3)	H(5-10) IJ
Safety Violation	BC	CEG	EH(1-3)	EH (3)	H(5-10) IJ
Disorderly Conduct	BC	CEG	EH(1-3)	EH (5)	H(10)IJ
Inappropriate Dress	A	AB	CE	EH(1-3)	H(3-5)IJ
Forgery of Notes	C	EH (1)	EH(3)	EH(5)	EH (10)
Unexcused Absence	C (Equal time/1 hr)	CE (Double/1hr)	-	-	-
Vandalism (Restitution)	EH (3)	EH (5)	EIJ	-	-
Theft (Restitution)	EH (3)	EH (5)	EIJ	-	-
Fighting	EH (1-3)	EH (3-5)	EH(10)	IJ	-
Assault (Police Report)	BEH (3-5)	EH (5-10)	EIJ	-	-
Harassment/Intimidation	BCEH (1-3)	EH (3)	EH(5)	EH(10)	EIJ
Sexual Harassment	BCEH (1-3)	EH (3-5)	EH(5-10)	EIJ	-
Insubordination	AEH (1-3)	AEH (3)	AEH (5)	AEH(10)	EIJ
Alcohol Use/Possession (Police Referral)	AEH (3)	AEH (5)	AEH (10)	IJ	-

Tobacco Use/Possession (Police Referral)	AEH (2)	AEH (4)	AEH (10)	EIJ	-
Drug Use/Possession (Police Referral)	AEH (5)	AEH (10)	EIJ (carry over K-12)		
Weapons Possession/Use	See Policy				

**Any student suspended out of school more than 3 times for any combination of offenses may be subject to expulsion.**

Disclaimer: The list above does not cover every possible eventuality; consequences may be altered to cover unusual circumstances. Police reports may result from serious violations of school policy. State law permits ten (10) day suspensions. Those may occur for serious violations of school policy or for repeat offenses.

All disciplinary action will be in accordance with: "An Act relating to education; establishing grounds and procedures for the suspension, exclusion, and expulsion of school pupils; repealing Minnesota Statutes 1971, Section 127.071. Be it enacted by the Legislature of the State of Minnesota Sections 127.26 to 127.42 may be cited as The Pupil Fair Dismissal Act of 1974 and as amended by action of the legislature in 1983."

A. Detention: A detention period, supervised by a school employee, will be scheduled for students who have had unexcused tardiness, absences or other disciplinary action. Failure to report to assigned detention will result in one hour added, or suspension at the rate of 1 day of In School Suspension per 2 hours of detention missed.

B. "Removal from class" and "removal" mean any action taken by a teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods. Grounds for removal shall be: 1. Willful conduct which materially and substantially disrupts the rights of others to an education. 2. Willful conduct which endangers district employees, the pupil, or other pupils, or the property of the school. 3. Willful violation of any rule of conduct established in the discipline policy adopted by the board.

C. Suspension: An action taken by the school administration prohibiting a pupil from attending school for a period of not more than ten days. Suspension may be either in-school or out of school.

In-School Suspension (ISS) is an excused absence, therefore all work completed while in suspension will receive credit. Out of school suspension (OSS) is unexcused, therefore daily work completed during the suspension may receive **NO** credit.

While on ISS students are required to work on school assignments. They may not sleep, use a cell phone, or bring food or drink to the suspension room except water. A student on ISS will be provided lunch. Students on ISS or OSS may not participate in school sponsored events on those days suspended. A parent conference may be called before the student returns to their normal classes.

D. Expulsion is an action taken by the school board to prohibit an enrolled pupil from further attendance.

E. **Parents shall be notified in writing or by phone of violation of rules of conduct and resulting disciplinary actions** except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Students will be notified verbally and in writing of violations of rules of conduct and resulting disciplinary actions except as provided otherwise by the Pupil Fair Dismissal Act of 1974.

**FIRE DRILLS AND LOCK DOWN DRILLS**

According to state law, Albany High school will conduct 5 fire drills and 5 ALICE (intruder) drills through the course of the school year. The drills will be done throughout the school year and announced as a drill.

**STUDENT GUESTS AND VISITORS**

Students may on occasion be allowed to invite a guest to attend school with them during the day. Students must first request a "Visitation Permit" from the high school office and have the teachers (of the classes in which the student is enrolled) and principal sign off BEFORE the guest's arrival. Students may be denied the opportunity to bring a guest at the principal's discretion. Guests will be limited to students who are currently attending school in another public/private district.

## **SCHOOL BOARD POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, AND VIOLENCE**

(The following is a summary of the district policy, complete copies of the policy are available upon request from the Superintendent of Schools and are on display throughout the building)

Harassment is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01-.14, the Minnesota Human Rights Act. Violence is a physical act of aggression that may include a sexual act or sexual purpose.

It is the policy of Independent School District No. 745 to maintain a learning and working environment that is free from harassment and violence. The School District prohibits any form of sexual, racial, or religious harassment and any form of violence.

It shall be a violation of this policy for any student or employee of School District No. 745 to harass a student or an employee through conduct or communication of any kind including cyberspace (texting, Facebook, Twitter, etc.)

It shall be a violation of this policy for any student or employee of School District No. 745 to be violent to a student or employee. The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual, racial, or religious harassment or of acts of violence and to discipline any student or employee who harasses or who is violent toward a student or employee of the School District. Local law enforcement will be notified in cases of violence.

### **BULLYING PROHIBITION POLICY (Board approved 7.9.2014)**

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

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a 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, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior.

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on district property or at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

- F. A person who engages in an act of bullying, reprisal, and retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:

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

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

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS:**

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communications, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

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

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

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

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

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

H. "Student means a student enrolled in a public school or a charter school.

### **III. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall

be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim or the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. Teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fails to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

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

prohibited conduct who have been involved in a reported and confirmed bullying incident and of remedial or disciplinary action taken, to the extent permitted by law.

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

**VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

**VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help

students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.



## IX. POLICY REVIEW

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

Any person who believes he or she has been the victim of harassment, bullying, or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.  
(Adopted by the School Board June 21, 1990, Revised June 1995, 2005)

### STUDENT ILLNESS DURING THE SCHOOL DAY

If a student becomes ill or sick during the school day, he/she **must** report to the nurse's office. An effort will be made to contact parents. No student will receive permission to leave the building to go home without parental contact.

### IMMUNIZATIONS

State of Minnesota law states that all students must verify all appropriate immunization records to enroll or continue their attendance in this school. The purpose of this immunization law is to prevent or minimize the spread of infectious diseases.

#### Medications:

1. Only prescribed medication can be administered at school.
2. Nonprescription medication: A secondary student may possess and use nonprescription pain relief in a manner with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescriptions are governed by this policy.
3. Medication is administered to the student at the designated time under the supervision of authorized school staff.
4. When medication dosage or time changes, the nurse will assist you to obtain a revised medical order from your physician.
5. Parents or guardians are responsible for notifying the school nurse if there is a change in the medication or dosage.
6. Students may self-carry prescription inhalers and Epi-Pens when medical orders are on file in the Health Office.
7. Parents may bring medication to school for their child and administer it when there is no medical order on file.
8. Possession & Use of Sunscreen: Students are allowed to have and use sunscreen at school or school events without a prescription or note from a health professional. A school employee is not required to provide sunscreen or help apply sunscreen to a student.

### SCHOOL PARKING LOT

Parking privileges are extended to those who show courteous and safe driving habits and have obtained a "District Parking Permit". Students must not park in the visitor spaces, in the spaces reserved for handicapped parking, in the lot reserved for school employees, or on any grass areas surrounding the parking lot. Cars parked in the above listed areas will be ticketed or towed without warning. Students are reminded that the parking lot is off limits during school hours. **A student must have permission from the office to go to the parking lot during school hours.**

### SNOWMOBILE/ATV RULES AND PROCEDURES

Students who choose to ride a snowmobile or ATV to school are required to get an information/rules form from the high school office before riding on school property. Failure to adhere to the rules and guidelines will result in losing the privilege to ride their snowmobile/ATV on school property.

## **ALBANY SCHOOLS WEAPONS POLICY**

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school sponsored activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events. According to Minnesota State Law, effective August 1, 1993 it is a felony to possess a dangerous weapon within 300 feet of a school building.

### **A. ZERO TOLERANCE**

The District takes the position of "**Zero Tolerance**" on the following objects:

1. All firearms (whether loaded or unloaded)
2. Other guns of all types including pellet or BB
3. Lead pipes
4. Bows and arrows(except authorized for instruction)
5. Knives.
6. Switch blades or automatically opening knives with blades of any length
7. Black jacks, clubs, nun-chucks, throwing stars, daggers, metal knuckles, and like objects
8. Explosives.

**Zero Tolerance** will also be the position of the District when any object (whether real or "look-alike") is used to injure, strike terror or threaten personal injury at or on those places or vehicles listed in paragraph number 1 of this section.

### **SECTION "A" VIOLATIONS BY STUDENTS**

THE PROCEDURE FOR ALL OFFENSES IS:

1. Call police and request assistance
2. Confiscate the weapon (if it can be done safely)
3. Hold an administrative hearing with students, which will include:
  - a. Notification of parent/guardian
  - b. Involvement of police with recommendation to charge
  - c. Suspension for up to ten days
  - d. Recommendation of student expulsion

### **SECTION "A" VIOLATION BY OTHER YOUTH OR ADULTS**

1. Immediate police involvement with recommendations to charge

### **B. INADVERTENT POSSESSION/ADMINISTRATIVE DISCRETION**

While this policy represents a firm "**Zero Tolerance**" position on weapons possession on school property and on or at those places or vehicles listed in paragraph number 1 of this document and is intended to prohibit all weapons for any reason, there could be a very rare occasion when a weapon is inadvertently brought onto school property. If such an occasion is clearly the case, the building principal, after a thorough investigation, may use discretion in determining the appropriateness of the consequences. Students who discover an inadvertent possession of a weapon on their person must immediately turn it into the building principal. The building principal will have the weapon removed from school property in a safe and reasonable manner.

### **C. AUTHORIZED INSTRUCTIONAL AND WORK RELATED EQUIPMENT & TOOLS**

While this policy represents a firm, "**Zero Tolerance**" on weapons and/or look alike weapons it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment when properly used and stored shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner the guidelines and consequences of this policy will take effect.

### **D. LENGTH OF EXPULSION**

When a student is expelled from school for reasons of weapon possession and/or use, it shall be the intent of the Board of Education that the expulsion shall last for the remainder of the school year and may be extended up to 12 months based on advice of legal counsel. (ADOPTED BY THE ALBANY AREA BOARD OF EDUCATION ON JULY 7, 1993 and REVISED BY THE ALBANY BOARD OF EDUCATION JUNE 4, 2001).

## Other

### **CELL PHONE POLICY**

Out of respect for teachers and students, cell phones must not be used for any reason during the class period unless permission is granted by the teacher. Students may not leave class to use cell phones and students misusing cell phones will result in having the phone taken away and possibly a parent meeting taking place. Cell phones are not to be used in the locker rooms or bathrooms for any reason. Parents needing to contact their son/daughter are urged to call the office and a message will be delivered to the student.

Posting of any video or audio content on the internet from any classroom, school employee or school activity is prohibited unless written consent has been obtained from an authorized school official. Severe disciplinary action will take place for violations including possible legal ramifications.

### **APPROPRIATE DRESS REQUIRED**

Appearance and dress are to be in good taste at all times. Extremes in dress are not considered appropriate.

The following areas are points of emphasis for student dress:

Clothing/Accessories;

- Must not depict inappropriate or negative pictures, messages, symbols, lettering, or anything deemed inappropriate or unsafe.
- There can be no depiction of sex, alcohol, drugs, or weapons
- Shoes must be worn at all times.
- Student Council sponsored dress up days will be approved in advance.

Bottoms:

- Excessively short shorts or skirts are not appropriate
- Pants/shorts/skirts must not expose undergarments or the buttocks.
- Leggings should be athletic leggings. Material should not be see-through.
- Administrative discretion will determine appropriateness.

Tops:

- Shirts must have a strap on each shoulder or sleeves that sit on the shoulder.
- Administrative discretion will determine appropriateness.

### **RECRUITER POLICY**

The following is the policy for recruiters visiting the senior high school and speaking with students.

Parents/Students: It is our policy that all students and parents will have the opportunity of advance notice of the date(s) of visits by recruiters to our school. We will publish in our announcements which recruiters and upon what dates they will be in our school. Students will be encouraged to discuss with parents whether they wish to meet with the military, college, or vocational school recruiters. Since both parents and students will generally have a month's prior notice of the scheduled visitation dates to our school, we will expect parents to sign a note of consent for their son or daughter to meet with the recruiter(s). Signing such a note will indicate the knowledge and willingness of the parent(s) for the student to meet with the recruiter(s). Such notes will be turned in no later than 8:30 a.m. to the senior high office on the date (day) of the visitation. **Exception:** Students may visit with recruiters who are willing to set up in our school during the lunch period.

College Visits: All college visits should be arranged through the counselor office. Students are encouraged to schedule college visits on days when our school is not in session. (There are numerous opportunities) If necessary the school will excuse a student a total of two days for college visits. If extenuating circumstances exist, the parents are asked to discuss those with the principal at which time consideration will be given for additional excused time. Reminder: These are counted as absences in regards to perfect attendance.

### **PLEDGE OF ALLEGIANCE**

All public school students are requested to recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted by the school over the intercom weekly. Anyone who does not wish to participate in reciting the pledge may elect to do so and students must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and patriotic exercises throughout the school year.

### **STUDENT SURVEYS**

Our students will be asked from time to time to participate in various surveys for Universities, schools, and government. Students may exercise their option to not participate in these surveys. Parents will be notified, via passive consent, if the survey contains questions relating to illegal behavior, chemical use, sexual activity, or issues pertaining to psychological or family issues.

## **Student Resources for Academics and Activities**

### **GUIDANCE AND COUNSELING**

The counselors will assist all students with any educational, personal, and vocational questions and problems they may have. This may include such areas as requirements for graduation, educational planning, vocational and job planning, trade and business schools, college entrance requirements and information, scholarships and loans, help with personal problems, testing information, and military service. The counselors are available and would like to encourage all students to make use of the counseling services. Appointments are easily made and students will be excused on a pass from class to see the counselor. Passes must be acquired ahead of time and students are not allowed to wait in the counselor's office without an appointment during class time.

### **PAWS (Period for Academics, Wellness, Support)**

PAWS is intended to serve several purposes: 1) To ensure the regular blocks are not disturbed for meetings. 2) To provide each student with an advisor who will oversee student grades and progress. 3) To provide time for support and intervention.

Students may have some flexibility during this time if they are making adequate progress in classes and display appropriate behavior. Students whose grades have dropped to a D/F or displaying inappropriate behaviors will be required to attend advisory daily.

\*NOTE: Students are required to attend all class meetings held during PAWS.

### **LOCKERS**

Each student will be assigned a locker by the High School Office. Students who switch lockers without permission are subject to the forfeiture of their locker privileges. Any malfunction or damage should be immediately reported to the office. Students may bring their own locks or be issued a combination lock at no charge. It is expected that lockers will be kept locked when not being accessed and that the contents will be kept neat, orderly, and clean. **DO NOT STORE VALUABLES IN LOCKERS.**

Lockers are not to be adorned with pinup pictures that may be offensive to any group. Each student is asked to use mature judgment in the choice of material that may be taped inside of their locker. The same standard that applied to dress applies to items on locker doors. No items are to be displayed on the outside of a locker unless placed there by permission of the office. Students are asked to clean off all stickers and such from their lockers at the conclusion of the school year. If a locker is not restored to its original condition the student may be asked to return to clean it or may be charged for its cleaning by school staff.

**SPECIAL NOTICE:** Student lockers are school district property and are provided only for student use. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by school officials. (M.S. Chapter 227)

### **SCHOOL LUNCH PROGRAM**

The senior high school has a "closed" lunch period. This means students must remain in school during the lunch period. Students are expected to maintain orderly behavior during the lunch period. Dishes must be returned to their proper place and refuse placed in the trash barrels. All student lunches are to be eaten in the cafeteria. Senior high students **may not charge lunches**. Students must not use another student's lunch number to buy lunch. This will be considered theft and will result in disciplinary action.

### **POLICY 534 UNPAID MEAL CHARGES**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's

nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. The policy can be found on the school district's website at <https://www.district745.org/Page/58>.

**LUNCH HOUR RULES:** 1) Do not run to or in the cafeteria area, 2) Be courteous, do not move ahead of anyone in line, 3) Do not push tables together, 4) Clean tables of debris, arrange chairs appropriately under the table, and stack plates neatly. Students must remain in the cafeteria area during the lunch period unless other arrangements have been made by a teacher.

**VENDING MACHINE:** These are in place for the benefit of all students. They must not be altered or mistreated in any way. Please be responsible with your food or beverages if consuming them in school and clean up after yourself. Consumption may be restricted if problems occur.

### **MEDIA CENTER**

The Media Center is open to students for quiet study, research, and use of library books and materials from 7:30AM to 3:30PM each school day. Most books may be checked out for a three-week period and reference books for 1 day. Periodicals may not be checked out. Students will be required to pay for the replacement of materials not returned. (Please no food or drink in the Media Center.)

### **LEARNING COMMONS**

This area is open to students for collaborative study, independent work, and small group meetings. Collaboration rooms are also available for students to use. Snacks and drinks are allowed in this area but students are asked to keep it clean to prevent restrictions. Students are also not to bring lunch trays into this area or use this area during lunch.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is a right accorded to those students who qualify based on character, scholarship, service, and leadership. The National Honor Society has strict rules and guidelines that follow State and National guidelines. For information about the National Honor Society students and parents may call or write Mrs. Melanie Thompson, chapter advisor.

### **REGISTRATION PROCEDURE**

Registration will be conducted in early January of each year. Students and parents are encouraged to study the Registration Manual and discuss course offerings as they relate to the student's career goals. Students will first pre-register for courses listed in the manual. Considering those requests a decision is made on which courses to include in the master schedule. When that is completed students will have a final registration.

#### Subject/Course Changes

1. Course changes are discouraged after the time of final registration.
2. Any changes will be made only upon the recommendation of the parents and teacher and after conferences and approval of the counselors and principal. These changes will be allowed only until the end of the previous school year.
3. There will be no changes after the start of the quarter unless there are extenuating circumstances.

### **NONDISCRIMINATION POLICY STATEMENT**

It is the policy of the Albany Area School District not to discriminate on the basis of race, color, creed, religion, gender, national origin, age, marital status, disability, and status with regard to public assistance or in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, The Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973.

The District will identify, evaluate and provide an appropriate public education to learners who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Superintendent of Schools of the Albany Area School District, Box 40, Albany MN. or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

**Procedure for registering complaints against an Albany Area School instructor/staff member.**

We at Albany Area Schools realize that students, parents, and community members may have complaints as to the way specific things are done in our schools. Whether these complaints concern classroom situations or overall operational situations we ask that you use the procedure listed below to register your complaints. Start at number one and if that does not solve the problem, go to the next level

1. Talk to the instructor or staff member personally.
2. Talk to the instructor/staff members immediate supervisor.
3. Make an appointment to see the superintendent of schools.
4. Contact the superintendent of schools and ask to be placed on the agenda for the school board meeting so that you may air your concern to the board.

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.



[education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing](https://education.mn.gov/Students-and-Families/Programs-and-Initiatives/Statewide-Testing)

Check with your local school or district to see if there are any other consequences for not participating.

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

## Statewide Assessment: Parent/Guardian Decision Not to Participate

### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022