

***Yellow Medicine East  
Middle/High School***



***Student Handbook  
2023 - 2024***

# Yellow Medicine East Middle/High School

450 9th Ave.

Granite Falls, MN 56241

(320) 564-4081 ext. 100

www.isd2190.org

Mr. Richard Schneider, Superintendent  
Mrs. Stacy Hinz, Principal  
Ms. Jamie Golberg, School Social Worker  
Ms. Sue Bones, School Social Worker  
Ms. Leah Schueler Success Coach  
Mr. Tim Knapper, Activities Director

## WELCOME

On behalf of the staff, we welcome you to Yellow Medicine East Middle/High School. This handbook has been prepared for you as a guide, to inform you of school policies and regulations, and of what is expected at Yellow Medicine East.

Yellow Medicine East Middle/High School has high academic and behavioral expectations. All of the guidelines and procedures are rooted in school district policy to ensure your safety and well-being. We also provide opportunities for you to participate in various activities. We know that the students and staff working together will make Yellow Medicine East Middle/High School the best school possible. Our success will be in direct proportion to everyone's participation, effort, and application.

We want your time at Yellow Medicine East Middle/High School to be a positive experience. Your cooperation with what is contained in this handbook will assist you and the staff in having a successful school year. We want to provide a safe environment for our students and staff so we can carry out the District's Mission Statement.

## VISION

**Our VISION: *To provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.***

## EQUAL EDUCATIONAL OPPORTUNITIES

Every student of the district will have access to equal educational opportunities regardless of race, color, creed, gender, national origin, religion, age, marital status, status with regard to public assistance, or disability.

Mr. Tim Knapper, Title IX Coordinator

Mr. Richard Schneider, Human Rights Officer

Mr. Richard Schneider, 504 Coordinator

Mrs. Stacy Hinz, 504 Building Coordinator

## SCHOOL HOURS

School is in session from 8:15 a.m. until 3:04 p.m. Office Hours are from 7:30 a.m. until 4:00 p.m.

Students who are not part of an academic or activities program are not to be in the building before 7:30 a.m. or after 3:15 p.m. Students are expected to leave the building by 3:15 each day, unless directly supervised by a staff member or a coach. Those students are to report promptly to their designated areas.

## DAILY SCHEDULE FOR CLASSES

### Regular Daily Schedule

|               |               |
|---------------|---------------|
| Period 1      | 8:15 - 9:02   |
| Period 2      | 9:06 - 9:53   |
| Advisory      | 9:57 - 10:13  |
| Period 4      | 10:17 - 11:04 |
| Period 5      | 11:08 - 11:55 |
| Period 6A- HS | 11:59 - 12:46 |
| Lunch A-MS    | 11:55 - 12:31 |
| Period 6B-MS  | 12:35 - 1:22  |
| Lunch B-HS    | 12:46 - 1:22  |
| Period 7      | 1:26 - 2:13   |
| Period 8      | 2:17 - 3:04   |

### 2 Hour Late Start Schedule

|                |               |
|----------------|---------------|
| Period 1       | 10:15 - 10:48 |
| Period 2       | 10:52 - 11:25 |
| Period 4       | 11:29 - 12:02 |
| Period 5A - HS | 12:06 - 12:39 |
| Lunch A- MS    | 12:02 - 12:35 |
| Period 5B- MS  | 12:39 - 1:12  |
| Lunch B- HS    | 12:39 - 1:12  |
| Period 6       | 1:16 - 1:49   |
| Period 7       | 1:53 - 2:26   |
| Period 8       | 2:30 - 3:04   |

### Career/College Readiness Schedule

|               |               |
|---------------|---------------|
| Period 1      | 8:15 - 9:00   |
| Period 2      | 9:04 - 9:49   |
| Advisory      | 9:53 - 10:21  |
| Period 4      | 10:25 - 11:10 |
| Period 5      | 11:14 - 11:59 |
| Period 6A- HS | 12:03 - 12:48 |
| Lunch A-MS    | 11:59 - 12:35 |
| Period 6B-MS  | 12:39 - 1:24  |
| Lunch B-HS    | 12:46 - 1:24  |
| Period 7      | 1:29 - 2:14   |
| Period 8      | 2:19 - 3:04   |

### Advisory Readiness Wednesdays:

Sept 20  
 Oct 4 & 25  
 Nov 8 & 29  
 Dec 13  
 Jan 10 & 24  
 Feb 7 & 21  
 Mar 6 & 20  
 April 3 & 17  
 May 1 & 15

# I. ACADEMIC REQUIREMENTS FOR GRADUATION FROM YELLOW MEDICINE EAST HIGH SCHOOL

Yellow Medicine East has a proud academic tradition rooted in excellence. Students are required to take a combination of rigorous and exploratory classes during their time as a Sting. Twenty-four credits are required for graduation. Six credits are the minimum any student can take in any one school year. Please realize that most students entering college will have more than the twenty-four credits minimum.

**GRADING POLICIES:** Teachers use several methods in evaluating a student’s achievement and improvement in a specific course. Grading information is available to students and parents through the “Grading Policy Syllabus” given to each student by instructors early each quarter or semester for each individual class.

If a student retakes a course due to failure or to improve a previous grade mark, the original grade will stand as posted and will count towards all academic honors and GPA.

A student in grades 9 ~ 12 may take no more than one class per semester on a Pass/Fail basis. Students must select and notify the Principal’s Office using the Pass/Fail Option Form properly filled out and turned in no later than seven class meetings from the first day of class. \*\*Forms are located in the Principal’s Office.

## HONOR ROLL

The Superior Honor Roll is = to 4.00

The “A” honor roll ranges from  $\geq 3.50$  to 3.99.

The “B” honor roll ranges from  $\geq 3.00$  to 3.49.

1. A “P” grade has no point value and is not calculated in the GPA.
2. The student must be enrolled in a minimum of six (6) YME courses for credit.
3. A student receiving an “I”, “GW” or “NC” may not be eligible for the honor roll.
4. Four times a year the honor rolls are published for each grade level.
5. Grade point averages are determined on the following basis:

|           |           |           |
|-----------|-----------|-----------|
| A = 4.00  | B- = 2.67 | D+ = 1.33 |
| A- = 3.67 | C+ = 2.33 | D = 1.00  |
| B+ = 3.33 | C = 2.00  | D- = 0.67 |
| B = 3.00  | C- = 1.67 | F = 0.00  |

**GRADUATION REQUIREMENTS:** Yellow Medicine East Middle/High School requires a student graduating to have 24 academic credits, meet state assessment and local attendance policy requirements; Students must meet all of the graduation requirements required by the State of Minnesota and Yellow Medicine East School Board;

Early Graduation -- any student desiring to graduate BEFORE the end of his/her senior year must submit an Early Graduation Application to the Principal's Office by October 1. Such applications must be approved by parents and principal or designees of the school board.

\*\*See School Board Policy and YME Graduation Guidelines in the Principal’s Office

YME High School - Graduation Requirements Checklist

Student Name \_\_\_\_\_ Advisor: \_\_\_\_\_

| 1st sem.           | 2nd sem.      | LANGUAGE ARTS~4.0 credits (8 sem.)                | ELECTIVES ~ 7.5 Credits       |
|--------------------|---------------|---|-------------------------------|
| + _____ = _____    | _____ = _____ | English 9 - I                                     | _____                         |
| + _____ = _____    | _____ = _____ | English 10 - II                                   | _____                         |
| + _____ = _____    | _____ = _____ | English 11 - III                                  | _____                         |
| + _____ = _____    | _____ = _____ | English 12- English IV or PSEO                    | _____                         |
|                    |               | <b>CREDITS EARNED</b>                             | _____                         |
| 1st sem.           | 2nd sem.      | MATH~3.0 credits (Alg. I, II, Geometry or higher) |                               |
| + _____ = _____    | _____ = _____ | 9-  | _____                         |
| + _____ = _____    | _____ = _____ | 10-   | _____                         |
| + _____ = _____    | _____ = _____ | 11-   | _____                         |
|                    |               | <b>CREDITS EARNED</b>                             | _____                         |
| 1st sem.           | 2nd sem.      | SOCIAL STUDIES ~ 4.0 Credits                      |                               |
| + _____ = _____    | _____ = _____ | Civics 9/U.S. History [1.00 cr]                   | _____                         |
| + _____ = _____    | _____ = _____ | US History 10                                     | _____                         |
| + _____ = _____    | _____ = _____ | World History/Geog. 11                            | _____                         |
| + _____ = _____    | _____ = _____ | Economics (.50 credit/1 Sem.)                     | _____                         |
| + _____ = _____    | _____ = _____ | Social Elective Course: _____ (.50 cr)            | _____                         |
|                    |               | <b>CREDITS EARNED</b>                             | _____                         |
| 1st sem.           | 2nd sem.      | SCIENCE ~ 3.0 Credits (8 sem.)                    | TALLY OF TOTAL CREDITS EARNED |
| + _____ = _____    | _____ = _____ | Physical Science                                  | _____ Language Arts           |
| + _____ = _____    | _____ = _____ | Biology   | _____ Math                    |
| + _____ = _____    | _____ = _____ | Ag. Sci./CPC or _____                             | _____ Social Studies          |
|                    |               | <b>CREDITS EARNED</b>                             | _____ Science                 |
|                    |               | <b>PE/Health~1.0 Credit PE~0.50 Health</b>        | _____ Phy Ed                  |
| + _____ = _____    | _____ = _____ | 9- PE   | _____ Health                  |
| + _____ = _____    | _____ = _____ | 10-PE   | _____ Art                     |
| + _____ = _____    | _____ = _____ | 10-Health   | _____ Electives               |
|                    |               | <b>CREDITS EARNED</b>                             | _____ Total Credits [24.00]   |
|                    |               | <b>ART ~ 1.0 Credit</b>                           |                               |
|                    |               | <b>CREDITS EARNED</b>                             |                               |
|                    |               | <b>16.5 Required Credits</b>                      |                               |
| <b>STATE TESTS</b> |               |   |                               |
| Notes:             |               | _____ Reading - 10th Gr. Test                     |                               |
|                    |               | _____ Science - After Biology                     |                               |
|                    |               | _____ Math - 11th Gr. Test                        |                               |
|                    |               | _____ ACT - 11th Gr. Test                         |                               |

Updated April 2019

**COMMENCEMENT/HONORS:** The purpose of the commencement ceremony is to honor students who have met the requirements for graduation from Yellow Medicine East Middle/High School.

It shall be the policy of the Board of Education to recognize graduating seniors with a cumulative high school grade point average of 4.0 to 3.70 at the end of the fourth quarter with recognition as graduating with High Honors and receive a gold cord. Students with a cumulative grade point average of 3.69 to 3.40 shall be recognized as graduating with Honors and will receive a silver cord. Students with a cumulative grade point average of 3.39 to 3.0 shall be recognized as graduating with Achievement Honors and receive a white cord.

The Valedictorian honor shall be awarded to the student or students who rank number one in the class' GPA (grade point average) list at the end of the second semester of their senior year. The Salutatorian honor shall be awarded to the student who ranks number two in GPA at the end of the second semester of their senior year. If there are multiple (more than one) students eligible for honor of Valedictorian, no Salutatorian will be awarded. Students honored for Valedictorian and Salutatorian shall have been a member of their class at least 51% of the student's educational program which must be from Yellow Medicine East High School. Student speakers at commencement may include but not limited to Class President, Student Council Representative, Honors members, Valedictorian or Salutatorian. A student in violation of the Yellow Medicine East Student Code of Conduct during their senior year will not be allowed to speak at graduation.

\*\*See School Board Policy and YME Graduation Guidelines in the Principal's Office

**GRADUATION CEREMONY REQUIREMENTS:** Students must meet the credit, testing, and attendance requirements in order to participate at graduation commencement. All grades must be final and be officially reported to the high school office for the student to receive their signed diploma. Student discipline concerns and/or consequences are subject to administrative discretion regarding graduation commencement ceremony participation.

**ACADEMIC LETTER REQUIREMENTS:** An Academic letter will be awarded to students in grades 9-12 on an annual basis using the current year's GPA for computation. ( $\geq 3.0$  to 4.00 GPA) who have earned a patch for the first time. Students who have previously lettered in Academics will receive a patch or pin in succession. Awards will be distributed/awarded to students in grades 9-11 during the following school year.

**HOME SCHOOL INSTRUCTION:** Home school instruction will follow the education policy of Yellow Medicine East Public Schools and Minnesota State Law.

**INCOMPLETES:** Students receiving an Incomplete for a letter grade at the end of any marking period (nine weeks, semester or end of the year) will have 10 school days from the end of the quarter, semester or school year to make up and turn in the incomplete work in order to receive credit for the course.

In instances when students have been absent for a prolonged period of time, the instructor and/or administrator may grant an extension up to 15 days total, depending upon the circumstances. The student has the responsibility of working out these details with his/her teacher should such an extension of time be deemed necessary. If no extension of time has been requested and approved, and if the make-up work required is not submitted within the original 10 days as stipulated, the grade for the appropriate marking period will become an "F" and will be so recorded.

**POST-SECONDARY ENROLLMENT OPTIONS:** Juniors and Seniors may be eligible to participate in post secondary options programs. Check with the Success Coach or the High School Principal for details. The purpose of this program is to provide a wider variety of rigorous academic challenges to high school students. To be eligible a student needs to be in the upper 50% for Seniors and 33% for Juniors of their class, have a minimum of 3.0 GPA, a minimum of a 24 ACT score, and/or administrative recommendation.

**PSEO COURSES ON-SITE:** YME High School provides Post Secondary Courses on site through collaboration with Southwest State University and Minnesota West Community & Technical College. Students should check with the Success Coach or High School Principal when registering for courses to determine if they are eligible to take these courses. Many YME students graduate from high school with college credits having taken advantage of these on-site academic courses. Please refer to the YME Student Registration Guide for a complete listing.

**PSEO/HOMESCHOOLED STUDENTS:** These students may request a pass from the Middle/High School Office if they wish to use school resources like the library, or computers. Students must check in the Principal's Office and obtain a pass. Students are encouraged to call ahead for availability and/or appointments if necessary with a staff member.

**PROCEDURE FOR DROPPING A COURSE:** Students may drop a class in the first four days after the start of a class if there is an approved reason and there is room in another class at that time. Students are not allowed to make schedule changes the 1st day of each semester; they must follow their scheduled classes. Students will pick up and complete a drop/add form in its entirety and submit it to the office. No changes will be made and the student must continue to attend the class they are attempting to change/drop until the process is complete and the student and teachers are notified by the office. Special permission to drop a class after the four day period may be granted in special circumstances (student must still complete a request form). Dropping a class after the four day period results in a no credit for the dropped class. A course letter grade of “F” will be recorded for the dropped class at this time.

Students are encouraged to make schedule changes for legitimate reasons prior to the beginning of a semester without affecting credits/grades.

Those students taking PSEO courses MUST make the drop arrangements with their respective hosts. If a student withdraws from a college level course and receives a “W” on their college transcript, an “F” will be placed on the high school transcript. YME HS does not “drop these courses” for students. Students and/or parents must consult with the Principal or Success Coach if such drops are requested..

**STUDENT SCHEDULING:** All students will be scheduled into seven periods of classes and an advisory per semester. Students may schedule one study hall as a period. Students are not allowed to have a study hall in addition to two hours of OJT..

\*\*See YME Registration Guide in the Principal’s Office

**TRANSFER GRADES AND CREDITS:** Letter grades will be given to all students and to all transfer students from any public or private accredited secondary school with licensed teaching staff recognized by the State of Minnesota. This will be used for credit transfer and graduation, however it does not allow for any academic honor awards from Yellow Medicine East Middle/High School. Only letter grades will be considered for academic honor awards such as Class Rank, Honor Roll, Honor Student at graduation and/or Minnesota Honor Society recognition.

In order for a student to be considered for the Honor Roll they must receive grades from Yellow Medicine East Middle/High School or transfer grades from an accredited secondary school as determined by the administration of Yellow Medicine East Public Schools. Transfer students must attend two full time semesters in order to receive any other academic honors, other than the honor roll.

**SENIOR PRIVILEGES:** These privileges are an earned opportunity for all students who are entering their senior year at Yellow Medicine East High School. Seniors must be registered as full time students and must have completed 18 credits before the beginning of the first semester and be on track with a total of 21 credits earned at the beginning of the second semester. Students must maintain a cumulative GPA of 2.0 throughout their high school academic career to be eligible. Students must average 90% excused attendance and be within the 10 day maximum rule guidelines, have no unexcused absences and have less than three tardies each quarter. All of your responsibilities (bills, fines, lockers, detention time, etc.) must have been completed prior to participation in privileges. A student is not eligible for a free hour if they have failed or have an incomplete grade in any class from the previous year or during their senior year. Students eligibility shall be revoked if students have any missing assignments or grades of zeros. Students must be in good standing with the school (Academically, Attendance, HIVE Pride, and Discipline) and have no chemical violations during their middle/high school career. Seniors may access the library or leave the building only. Seniors may have only one free hour per semester. If a student has two OJT classes, they are not eligible for a study hall or Senior Privileges. Senior Privileges are granted based on Administrative approval and are reviewed every four weeks. Privileges can be revoked at any time due to student behavior.

\*\*Guidelines for Senior Privileges are available in the Principal’s Office

## **PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Yellow Medicine East School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;

4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings.

The full policy can be viewed on the school's website <http://www.isd2190.org> under schools/district information/policies.

## **II. YELLOW MEDICINE EAST STUDENT CODE OF CONDUCT**

### **A. AREAS OF RESPONSIBILITY:**

**The School Board:** The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

**Superintendent:** The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

**Principal:** The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

**Teachers:** All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

**Other School District Personnel:** All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

**Parents or Legal Guardians:** Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

**Students:** All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

**Community Members:** Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

**STUDENT RIGHTS:** All students have the right to access education and the right to learn.

**STUDENT RESPONSIBILITIES: All students will abide by the YME handbook, school district policies and HIVE Pride and are subject to their consequences.**

All students have the responsibility:

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

The School wide discipline program, policies and procedures within this handbook will be followed as well as any individual behavior plans. (See School Board Policy and YME Behavioral Guidelines).

## **B. CODE OF STUDENT CONDUCT**

All Yellow Medicine East Students are expected to follow School Board Policy 506 Student Discipline. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

### **1. ATTENDANCE POLICY**

**PHILOSOPHY:** The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. Note: ***Pursuant to Minnesota law, reasons for absence must be acceptable to school officials. Parents who do not require their children to attend school on a daily basis are in violation of Minnesota State Statute 120A.22. It is the parent/guardian's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence is excused.*** In addition, in order to have an absence excused, the parent/guardian must inform the school of absences prior to, the day of, or no later than **two school days** after the absence.

**STUDENT'S RESPONSIBILITY:** The first and most significant responsibility of a student to the formal learning process is to attend each scheduled class regularly. The responsibility for making up missed lessons rests with the student, not the teacher. All students are expected to do all assigned work.

**PARENT/GUARDIAN RESPONSIBILITY:** It is the responsibility of the parent/guardian to **CALL THE PRINCIPAL'S OFFICE** on the day of absence explaining why the student will be absent. The parent/guardian should call between 7:30 a.m. and 9:30 a.m. each day of absence. The attendance school phone number is 320-564-4081 ext. 100 and is available 24 hours per day. If calling outside of school hours please leave a message on the automated machine. If no such call is made, a written excuse from the parent/guardian must accompany the student **within two days of the return to school.** Parent/Guardian attitude toward excellent school attendance is shown to be one of the most significant factors in the student's attendance. An attempt should be made to limit student absences and avoid absences such as (i.e. hair appointments, tanning, shopping, prom preparation, vacations, etc.)

**SCHOOL'S RESPONSIBILITY:** The most significant responsibility of the school regarding attendance is to have each classroom teacher record daily attendance and report it to the school office promptly. It is also the teacher's



responsibility to provide any student who has been absent (**excused**) with any missed assignments upon request from the student/parent. The school office personnel will maintain the official absence record of each student. The secretary will attempt to notify the parent/guardian when an unexcused absence has occurred or when a parent/guardian phone call has not been received by 10:30 a.m.

## **2. 10 DAY MAXIMUM ABSENCE RULE:**

If a student is absent (unexcused) from a class more than ten (10) times per semester it is considered to be excessive. Credit will be withheld for any course in which a student's absences exceed ten (10) unexcused in one semester.

1. Parents receive daily notifications via text message and email, and if their student is marked unexcused absent.
2. Parents will receive notification by email and/or mail after three (3) unexcused absences from a class per semester.
3. At six (6) unexcused absences from a class period, parents are notified by email and/or mail and a conversation is scheduled with the student.
4. At eight (8) unexcused absences from a class period, parents are notified by email and/or mail and a conference is requested with both student and parent.
5. At ten (10) unexcused absences from a class period, the parents are notified by email and/or mail and the student and parent will be encouraged to meet with administration/social worker to discuss attendance concerns and plans moving forward.
6. Yellow Medicine East Middle/High School believes good attendance is a part of being in "Good Standing" as a MSHSL participant. Failure to attend classes will result in a loss of eligibility to be determined by the Activities Director and/or Principal.

### **APPEAL PROCESS—TEN DAY MAXIMUM ABSENCE RULE**

Once a student exceeds the TEN DAY MAXIMUM UNEXCUSED ABSENCE RULE, he/she will have their credit held for the remainder of the semester for the course(s) affected. Students have the right to appeal to the principal after notification of credit being held. The said credits will be reinstated through one of the following methods: seat time, credit recovery, summer school or alternative education. Credit will be reinstated when the student is in good standing.

## **3. CLASSIFICATION OF ABSENCES**

**EXCUSED ABSENCES-** the following reasons shall be sufficient to constitute excused absences.

1. Medical, dental, legal, counseling, and other professional appointments. A signed slip from the dental, legal or other professional person is required no later than two (2) days after the last absence to be coded as such.
2. Illness. A physician's statement may be required after three consecutive days of illness if attendance is a concern;
3. Family leave (emergencies, funerals, illness of other family members);
4. Religious observances;
5. School sponsored activities;
6. College visits two (2) days per year. Students have to be in good academic standing or at administrative discretion and these must be pre-arranged and documented with the office.
7. Administration strongly encourages family vacations to not occur during the school year and requests notification of vacations two weeks prior to the anticipated absence to allow for academic planning. Failure to notify the district may result in the time being unexcused;
8. Removal from class and/or suspensions.

### **THE PRINCIPAL SHALL MAKE THE FINAL DECISION OF WHETHER AN ABSENCE IS EXCUSED OR**

**UNEXCUSED.** A phone call or note does not guarantee that the absence will be marked as excused as some absences do not meet Minnesota State criteria.

**UNEXCUSED ABSENCES-** The following are examples of unacceptable reasons for absence: oversleeping, missing the bus, running errands for a family member, personal appearance appointments, shopping, and work either inside (chores/babysitting) or outside the home, prom or school activities preparation, forgot something at home, etc.

Habitual truancy is referred to the appropriate County Collaborative Services.

### **Student/Parent Responsibilities for Excused Absences**

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. The student must report to the Principal's Office for a make-up slip prior to returning to class.

2. Work missed because of absence must be made up by the student. The amount of time students will have to make up work will be the number of days absent plus one. For instance, a student absent for three days would have four days to make up his/her work.
3. Parents requesting make-up work for students who are or will be absent and not returning to school for several days must allow one full school day for work to be accumulated from the teaching staff and may be picked up the following morning.

### **Skipping**

Unexcused "skipping" of classes is an unexcused absence and is considered truancy. Skipping is failing to be in an assigned area at the designated time class period.

**UNEXCUSED TARDIES-** Unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. Three (3) unexcused tardies in one class period is equivalent to one unexcused absence, except that a student will receive credit for work performed on those days. Students coming to class without an excuse, as listed above, after ten minutes of the class is completed are considered skipping/truant and will be marked as such. Once a student has had 3 unexcused tardies in any or all classes in a quarter, they will receive consequences for that and any subsequent tardies.

### **CONSEQUENCES OF UNEXCUSED ABSENCES**

1. Students may not be allowed to make up work missed due to such absences.
2. Students will receive a school consequence consistent with progressive student discipline.
3. Students may not be allowed to participate in co-curricular and activities events.
4. In cases of recurring 5 (five) cumulated unexcused absences, the administration **may also request the County attorney** to file a truancy petition in the juvenile court, pursuant to Minnesota Statutes.
5. At seven unexcused absences the school shall file a truancy petition in the juvenile court, pursuant to Minnesota Statutes.

### **TRUANCY AND UNAUTHORIZED ABSENCES**

As required by current statutes, regulations of the Minnesota State Department of Education, and the School Board of this District, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal.

\*Note that the State law regarding truancy provides that school officials are mandated reporters and must report patterns of absence that indicate issues of neglect and/or abuse. Minnesota has compulsory attendance, meaning students are to be in school on a regular basis.

### **ATTENDANCE CONTRACT**

An attendance contract is a contract that outlines ISD 2190's Attendance Policy and explains to the parent/guardian and the student the school's expectations from the date of issuance until the end of that school year. This contract will be signed by a parent/guardian, student, and the building administrator. Violation of the terms outlined in the contract will result in lost credit(s).

### **RARB**

Many steps are taken before referring a student to the County Restorative Attendance Review Board (RARB). Students and Guardians are sent daily notifications, sent monthly unexcused attendance letters, and student/parent meetings are held in-person to discuss a solution for their attendance before the student is referred for truancy.

The goal of RARB is to create a safe place to discuss solutions for the youth and his/her family. RARB aims to decrease barriers, increase resources, educate youth and families about the potential harm and/or consequences related to truancy and to help the youth and family define future hopes for the youth and family. Once the youth has been referred to RARB, those involved will meet and develop guidelines together in order to create a comfortable space for all to discuss solutions.

Community members, school and county personnel, tribe, youth, and their families/support persons will play an equal role in encouraging and empowering youth to identify and enhance his/her strengths while finding solutions and balancing support with accountability for the youth/families involved.

The Restorative Attendance Review Board is a community directed process in partnership with school systems, Family Services, Law Enforcement, Treatment Centers and Public Health Departments within the county who work together to create a collaborative effort to address incidents of truancy.

## **MAKE-UP WORK**

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed due to an unplanned absence or illness must be made up by the student in a timely manner. The amount of time students will have to make up work will be the number of days absent plus one. For **example**, a student absent for three days would have four days to make up his/her work.

School Board Policy States:

Any work not completed within this period shall result in “no credit” for the missed assignment. Teachers are allowed limited discretion in the application of this policy, however, administration may extend the time allowed for completion of make-up work contingent on specific circumstances which will be determined in cooperation with staff, parents and the student affected.

## **4. STUDENT OPPORTUNITIES: EXTRA-CURRICULARS AND CO-CURRICULARS ARE PRIVILEGES**

Yellow Medicine East Schools considers all of its extra curricular and co-curricular opportunities (opportunities above and beyond the regular classroom) as *privileges*. All activities, athletics, and fine arts are subject to consequences and eligibility rules. See the entire MSHSL Eligibility Requirements in the Activities Office, the MSHSL website, or on our website under the Activities and Athletics page.

**\*Good Standing:** To be eligible for participation, a student must be in good standing, which means that the student is eligible under all the conditions of eligibility requirements of Yellow Medicine East High School as well as the MSHSL.

### **ACADEMIC ELIGIBILITY:**

In order to ensure our students remain in good standing for their activities, both extra-curricular and co-curricular, an academic ineligibility list will be generated. Grades will be monitored every four weeks in all classes.

If a student should post a class grade of “F” or an “I” at *mid-term*, the student will be placed on academic probation. While on probation, he/she is still eligible to participate in their activity. However, if the student does not earn a passing grade after the 2 week probationary period, the student is ineligible to participate until he/she earns a passing grade.

### **Athletics Penalties for Failing Quarter Grades**

- Students participating in activities with 12 or more scheduled events will be ineligible for the next 2 events.
- Students participating in activities with 11 or fewer scheduled events will be ineligible for the next 1 event.

Penalties for Failing **Quarter Grades** for Fine Arts:

- 1 failing grade (F) - Student is ineligible to perform in the next MSHSL Fine Arts Activity.

No Credit or Grades Withheld (NC or GW) due to removal from class as a consequence of attendance policy or removal from class policy are administered the same as a failing grade (F).

Students that are ineligible may practice with the team or group during the ineligibility period. Students may attend games and travel with the team during the ineligibility period.

### **ATTENDANCE ELIGIBILITY:**

Yellow Medicine East Middle/High School believes attendance is a part of being in good standing as an MSHSL participant. Failure to follow the attendance policies will result in a loss of eligibility to be determined by the Activities Director and/or Principal.

1. The policy applies to all students involved in any extra-curricular activity scheduled either during or outside the school day.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in that activity or program.
6. A student must be in school for four consecutive periods in order to be eligible to participate in an extra-curricular/co-curricular activity/program on that day.

### **BEHAVIORAL ELIGIBILITY:**

Student Behavior and Expectations guidelines are outlined by the following, but not limited to:

1. YME Middle/High School Student Handbook
2. MSHSL Bylaws
3. YME Policies

\*The YME Middle/High School Student Handbook can be located in the Principal's Office or online on the Yellow Medicine East Schools Webpage. The MSHSL Bylaws can be found online at [www.mshsl.org](http://www.mshsl.org).

Students who earn a detention or suspension must serve that assigned detention or suspension prior to being reconsidered for eligibility.

### **CHEMICAL/TOBACCO/DRUG ELIGIBILITY:**

A student shall not at any time, regardless of quantity,

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession buy, sell, or give away any other controlled substance.

\* E-cigarettes and other devices that deliver nicotine or any other products derived from tobacco fall under Bylaw 205 – Chemical Eligibility. Bylaw 206 may allow schools to impose a “Student Code of Conduct” violation for E-cigarettes and similar types of devices.

Students who violate the chemical/tobacco/drug rule will receive penalties for Category I, II, and III Activities. The following guidelines will be used to determine eligibility:

**Category I Activities:** MSHSL-Sponsored Athletics with schedules

#### **Category I Penalties:**

- 1<sup>st</sup> Violation - Student will not be allowed to participate in 2 events or 2 weeks (whichever is longer).
- 2<sup>nd</sup> Violation - Student will not be allowed to participate in 6 events or 3 weeks (whichever is longer).
- 3<sup>rd</sup>+ Violation - Student will not be allowed to participate in 12 events or 4 weeks (whichever is longer).

**Category II Activities:** MSHSL-Sponsored Activities (One Act Play, Debate, group and solo ensemble contests.)

#### **Category II Penalties:**

- 1<sup>st</sup> Violation - Student is ineligible for the next Category II activity.
- 2<sup>nd</sup> Violation - Student is ineligible for the next two Category II activities.
- 3<sup>rd</sup>+ Violation - Student is ineligible for the next three Category II activities.

**Category III Activities:** Musicals, plays, FFA contests, school-sponsored trips, prom, dances, pep band, Homecoming candidacy, SnoBall candidacy, and any other non-Category I or Category II school-sponsored activity.

#### **Category III Penalties:**

- 1<sup>st</sup> Violation - Student is ineligible for 14 calendar days from notification.
- 2<sup>nd</sup> Violation - Student is ineligible for 21 calendar days from notification.
- 3<sup>rd</sup>+ Violation - Student is ineligible for 28 calendar days from notification.

Applying the Penalty: Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

Denial Disqualification: A student shall be disqualified from all interscholastic athletics and activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Serving an MSHSL Penalty: A student must be a student in good standing, and able to be placed in the game, meet or contest except for the penalty being served. (Students who are not in good standing due to suspension, expulsion, injury, illness, family vacations, etc. are not able to be placed in a game, meet or contest and are therefore not able to count those contests toward the penalty.) The student must participate in and complete the entire season in which the penalty has been applied for it to count.

**\*Activity advisors, coaches, and Fine Art directors maintain the right to establish penalties that exceed these listed above.**

*Families may request a review of eligibility decision. Please contact the High School Principal for additional information. Violations remain on your record for your entire high school career (7th-12th grade).*

**5. DETENTION UNDER FAIR PUPIL DISMISSAL ACT:** Administrative-assigned detention will be held after school on designated days.

**The following rules apply:**

- Late arrivals will not be permitted
- Work must be brought for the entire period
- No food, drink, or electronic devices will be allowed
- No talking or sleeping will be allowed
- Failure to abide by detention rules will result in removal, an additional hour will be assigned
- Students are responsible for their own transportation

**NOTICE:**

1. Students will serve detention before being involved in **any activities** during the school day or after school.
2. Students with detention pending will not be eligible to participate in or practice for any extra-curricular or co-curricular event until all detentions are made up.
3. Work and extra-curricular activities are not a valid excuse to miss detention.
4. Students who do not serve their detention within this frame will be considered insubordinate and further disciplinary action will be taken
5. Any student that refuses to serve their assigned detention **will be suspended**. At this time, a parent meeting with administration will be set up **by the student** to review this policy.
6. Any student suspended for three days (for any combination of reasons) in one school year may be scheduled for a meeting with the Principal.

## **6. STUDENT DISCIPLINE CLASSIFICATIONS**

### **ACADEMIC DISHONESTY**

**This information pertains to any work assigned in class: daily homework, term papers, tests, etc.**

#### **Plagiarism:**

1. Cutting/pasting information from the Internet or book and not citing the source.
2. Using ideas and theories from someone else and not citing the source.
3. Copying another person's work or tests.

#### **Cheating:**

1. Stealing or purchasing tests or homework.
2. Handing in another's work as your own.

**Cheating/Plagiarism may result in, but is not limited to, one or all of the following consequences:**

**FIRST OFFENSE:**

1. Conference with teacher and administrator
2. The Teacher will notify the parent/guardian
3. Detention /Suspension to be determined
4. Zero credit with confiscation of work
5. Suspension from participating in any extra-curricular or co-curricular activities. Time-out will be determined by the seriousness of the offense.

**SECOND OFFENSE:**

1. All of the consequences of the first offense
2. Fail class for the quarter

**ARSON:** Definition: The intentional destruction or damage to any school building or property by means of fire or explosives. Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property

**ASSAULT** Aggravated - committing an assault upon another person with a weapon or a device used as a weapon, or an assault that inflicts great bodily harm upon another person. Physical - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Bodily Harm, Inflicting - Committing an act that unintentionally harms another person. (All individuals involved in this behavior will be referred to law enforcement for possible charges)

**ASSAULT-FIGHTING** is violent, aggressive behavior by two or more individuals with the intent to inflict physical harm-differentiated from poking, pushing, shoving or scuffling. (All individuals involved in this behavior will be referred to law enforcement for possible charges)

**ASSAULT-THREAT** is a threat of bodily harm, stalking, or death to another person, without physical contact.

**BURGLARY** - Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

**BULLYING** is the intentional infliction of, or attempt to inflict injury or humiliation on another. Bullying is directed by a stronger student against a weaker one and may be either physical or verbal/direct or indirect. Bullying is subject to discipline under other categories including, but not limited to abuse, assault, harassment or cyberbullying. (Ref: Yellow Medicine East Bullying/Harassment Policy and Social Media Policy)

**BOMB THREATS** False - Intentionally giving a false alarm of a bomb.

**DISORDERLY CONDUCT** is engaging in offensive, obscene, or abusive language, or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

**DISRESPECTFUL LANGUAGE** will not be tolerated on campus, at school sponsored events, or on buses. (i.e., swearing, cursing, derogatory or demeaning comments or references.)

**DISRUPTIVE BEHAVIOR IN THE CLASSROOM (Removal from Class)** is defined as:

1. Willful conduct which materially and substantially disrupts the right of others to an education;
2. Willful conduct which endangers school district employees;
3. Willful violation of any rule of conduct specified in the Discipline Policy adopted by the Board;
4. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.

**Procedure for Re-admission to the Classroom**

1. A student will be referred to the Principal's Office for a conference with the building principal/or designee and will receive a consequence consistent with the action. The teacher will contact parent/guardian and have a readmission meeting with the student prior to the next class meeting;
2. A student removed from a class two or more times will be required to have a readmission meeting with the teacher and receive a consequence consistent with the action. The teacher will contact parent/guardian and have a readmission meeting with the student prior to the next class meeting;

3. A student removed from a class three or more times will be required to have a readmission meeting with the building principal/or designee, teacher, parent and student

**DRESS CODE:** The responsibility for the appearance of our students rests with the parents and the students. Clothing should be neat, clean and non-offensive. Common courtesy means appropriate dress, including footwear, should be worn at all times. Examples of inappropriate dress, include, but are not limited to: Clothing advertising substances illegal for juveniles (Example: tobacco, beer, liquor, drugs); Clothing containing obscene, discriminatory, or profane language or pictures; Clothing and accessories containing gang symbols (or colors) or clothing worn in a manner to identify gang membership; Inappropriate clothing is not permitted; You will be asked to change or cover up. This includes, but is not limited to: halter tops, tube tops, skirts and shorts that are considered “too short” or “too revealing”.

Shirts must be at least long enough to meet the top of the pants (no bare midriffs). Shirts that over expose cleavage are not permitted, you will be asked to change or cover up. Over exposed undergarments (bra straps, underwear, pajama pants, boxers) will not be allowed. School issued athletic apparel is subject to school dress code policy during normal school hours. Coats/jackets and caps/scarves should be placed in lockers upon arrival and must remain in lockers during school hours at teacher’s discretion. Hats and hoods in the classroom will be at the discretion of the classroom teacher.

The student will be advised by the principal as to what adjustment must be made, if the student fails to remedy the problem at that time, the parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or activity involved until the student corrects the situation as per Minnesota Statute, 127.26 Chapter 572 of the Pupil Fair Dismissal Act.

The final decision rests with the Principal. Consequences will be consistent with the YME Student Code of Conduct and progressive discipline.

**ELECTRONIC DEVICES:** Cell phones and other electronic devices may not be used between the start of the first period and the end of the last period each school day unless they are part of the instructional content of a course under required teacher supervision or during lunch and passing periods at the Principal’s discretion.

Students are not allowed to record content or conversations in the classroom or to take any pictures of people without prior written consent. Doing so will result in the authorities being notified and legal action will follow. Cell phones will **not** be permitted in bathrooms or locker rooms.

Any electronic devices deemed to be inconsistent with the educational mission of the school are not permitted.

All of these items are the sole responsibility of the student.

Students are encouraged to leave these items at home. These items interfere with the educational mission of the school at times and serve as targets for theft. Our lockers are not secure.

#### **Electronic Device Discipline Procedures:**

*1<sup>st</sup> Offense:* Confiscate the electronic device and return at the end of the school day. All office hours apply.

*2<sup>nd</sup> Offense and Beyond:* Confiscate the electronic device and the parents will be required to pick them up at the end of the school day. All office hours apply. Repetitive offenses may result in progressive disciplinary action consistent with the action.

**A. Students and Social Networking:** As a student at Yellow Medicine East Middle/High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Yellow Medicine East students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, the YME Student Handbook. As a Yellow Medicine East student, you must be aware of your Student Handbook regulations and

expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

**B. Guidelines for Students:** These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Yellow Medicine East you should:

Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted the information becomes property of the website and public record.

Be aware that community members, family current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.

Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.

Remember photos once put on the social network sites server become their property and public record. You may delete the photo from your profile but, it still stays on their server. Internet search engines like "Google" or "Yahoo" may even find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc. is liable for your actions as a minor.

**Things students should refrain from:video**

- Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers or coaches; student-athletes, administrators or representatives of other schools.
- Demeaning statements about or threats to any third party (including support of demeaning statements and threats); Don't respond to these.
- Distribution and possession of unauthorized videos and photos or statements depicting violence, hazing, sexual harassment and content, vandalism, stalking; underage drinking, selling, possessing, or using controlled substances, or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
- Indicating knowledge of an unreported school or team violation regardless if the violation was unintentional or intentional.
- One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.
- Students, parents and guardians let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.
- The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

**FALSE ALARM:** Intentionally giving a false alarm of a fire or other emergency notification system (such as 911), or tampering, or interfering with any alarm is a violation of rules.

**FIREWORKS:** Fireworks, possession or offering for sale any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration, or detonation.



**GAMBLING** involves the playing of a game of chance for monetary gain during school hours. This includes but is not limited to dice, cards, betting pools, pogs, etc.

**GAME BEHAVIOR:** The caliber of excellence put forth by all our teams is also expected by those attending all of the events. These contests are a learning experience for everyone and we highly encourage total school involvement. We expect our fan conduct to set an example for all schools. Those students who refuse to cooperate will be denied the privilege of attending.

**HABITUAL /SEVERE CLAUSE:** Habitual/Severe abuse of the rules, policies and excessive disciplinary referrals which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: disciplinary conference with the student, parent and administrator; out-of-school suspension, or referral to the school board for a possible change of placement or exclusion/expulsion proceedings. Suspensions are made by the administration and cannot be appealed.

**ILLEGAL SUBSTANCES:** You are NOT to use, possess, distribute or be under the influence of tobacco, smokeless tobacco, alcohol, or other illegal substances at any time on the school grounds, including all school-sponsored events or at other sites which are school-sponsored activities/events. This includes all prescription medicines unless specifically approved by legislated/school district policies. A student who uses an illegal substance at school or has in their possession at school or attends a school function after the use of alcohol or drugs may be subject to suspension and referral to local authorities. The assignment of suspension depends upon the severity of the incident. The school administration will make the final determination in such matters. \*\*See YME Behavior Guidelines

**INSUBORDINATION** is the willful disregarding or resisting the direction or request of any person in authority. Interference, Disruption or Obstruction: any action taken to prevent one or more staff members or students from exercising their assigned duties and disrupting the learning environment.

**INTERFERENCE/OBSTRUCTION/TELEPHONE THREAT** is any action taken to prevent a staff member from exercising his/her lawfully assigned duties or cause major school interruption through telephone threats. This includes refusal to cooperate in an investigation or by lying during an investigation.

**POSSESSION AND/OR DETONATION OF PYROTECHNIC (FIRE STARTING) DEVICES:** These devices may include but are not limited to the following: matches, lighters, explosives and incendiary devices, possessing or using any compound or mixture with the primary or common purpose of which is to function by explosion, with the substantially instantaneous release of gas and heat.

**PUBLIC DISPLAY OF AFFECTION:** Students must refrain from kissing, embracing or any inappropriate touching while in the school. Lewd behavior: sexual conduct that is considered indecent or offensive.

**ROBBERY/EXTORTION:** Obtaining of property from another where his /her consent was induced by a use of force or threat of force.

**THEFT:** The unauthorized taking of the property of another individual.

**THEFT OF SCHOOL PROPERTY:** This refers to the unauthorized taking of and/or the unauthorized possession of school property.

**TRESPASSING:** Trespassing:being present in any district facility or portion of a district facility when it is closed to the public or when the students does not have the authorization to be there or unauthorized presence in a district vehicle

**UNAUTHORIZED USE OF SCHOOL PROPERTY:** The unauthorized/illegal use/or taking of school property for school or non-school sponsored activities.

**USE OR POSSESSION OF TOBACCO AND/OR TOBACCO PRODUCTS:** Use of and/or possession of any type of tobacco products by any student, regardless of age, will be governed by Minnesota statutes and school district policies. It is against the law for students to possess or use tobacco products. Students will be referred to the police if observed using or in possession of tobacco or tobacco products, items will be confiscated and turned over to police. Note: School Staff are mandated reporters and must report violations to the police. (Use of tobacco is a MSHSL violation and students in activities will forfeit their eligibility if caught using or in possession.)

\*\*Any and all violators of this policy will be referred to the Activities Director for possible MSHSL Rule enforcements.

**VANDALISM:** knowing and willful damage to property. Damage of property (vandalism): intentionally defacing, cutting or otherwise damaging property that belongs to the school, district, other students, employees or others. (NOTE: Tampering with or disabling surveillance, safety, fire or security equipment will automatically result in consequences beginning at the 2nd offense level.) "Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district, or to any individual within the school setting.

**VERBAL ABUSE:** Abuse: Verbal, written or otherwise expressed - Arousing alarm in others through the use of language that is discriminatory, abusive, bullying, threatening, or obscene.

**WILLFUL DISOBEDIENCE:** When a student is insubordinate, defies authority or is threatening towards authority, a teacher will write on the discipline referral "**willful disobedience of valid school authority**". The student may be immediately suspended for the remainder of that day.

**PROGRESSIVE DISCIPLINE FOR VIOLATIONS OF YME SCHOOL CONDUCT INCLUDE ANY OR ALL OF THE FOLLOWING:**

- A. Student conference with teacher, principal, social worker or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extra-curricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act.

\*\*A complete copy of the Student Discipline policy can be reviewed in the Principal's Office

**DISCIPLINE COMPLAINT PROCEDURES (DCP)**

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the Superintendent or the superintendent's designee. The complaint must be submitted in writing and dated by the person making the complaint.

A Discipline Complaint form is on the District website and available in administration offices. The process is initiated by filling in the form and submitting the form to the superintendent of school.

1. Upon receipt of the complaint, district representatives will commence an investigation within three school days. The Superintendent will direct the investigation. The District may use outside counsel as it sees fit. The superintendent may designate staff responsible for any aspect of the process.
2. Upon completion of the investigation, a written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.
3. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Superintendent will initiate a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.

4. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.

## **7. YELLOW MEDICINE EAST SCHOOL BOARD SPECIFIC POLICIES:**

**BULLYING PROHIBITION POLICY 514:** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Any act of bullying by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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. The policy also applies to any student whose conduct at any time or in any place constitutes bullying which interferes with or obstructs the mission or operations of the school district, or the safety or welfare of the student, other students or employees. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or support another student's act of bullying. Bullying means any written or verbal expression, physical act of gesture, or pattern thereof, by a student which is intended to cause, or is perceived as causing, distress to one or more students and which substantially interferes with another student or student's' education benefits, opportunities or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- a. harming a student,
- b. damaging a student's property,
- c. placing a student in reasonable fear of harm to his or her person or property, or
- d. creating a hostile educational environment for a student.

Upon completion of an investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation.

\*\*A complete copy of the Bullying policy is available for your review in the District Office

**HARASSMENT POLICY:** Participating in, or conspiring with others, to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sexual orientation or any disabilities they may have. The school district will act to investigate all complaints, formal or informal, verbal or written. The school district will discipline any student or employee who violates this policy according to school district policies.

Students are requested to complete a "Harassment Complaint Form" to provide documentation of any racial, religious or sexual harassment. These forms are available in the Principal's Office.

\*\*A complete copy of the harassment policy is available for your review in the District Office.

**HAZING POLICY 526:** Hazing means doing something, or making another student do something, that creates a risk of harm to a student in order for the student to be initiated into, or affiliated, with a student organization/group. Engaging in any behavior which constitutes hazing is a violation of school discipline policy and may subject the student to discipline including suspension and expulsion.

\*\*A complete copy of the hazing policy is available for your review in the District Office

**POSSESSION OF WEAPON POLICY 501:** Yellow Medicine East School District has a STRICT policy with regard to weapons in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. A weapon can be defined as: any object, device or instrument designed that is capable of threatening or producing bodily harm or which may be used to inflict self-injury.

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon;

immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time for one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

The full policy can be viewed at <http://www.isd2190.org/Content2/96> - Policy 501.

**BUS:** transportation is provided by Bennett and Bennett Transportation. Please direct busing questions and concerns to Bennett and Bennett Transportation at (320) 564-4766.

**Conduct on Buses and Consequences for Misbehavior [\*\*]** Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the bus company and/or the school district. All school bus/bus stop misconduct will be reported to the bus company and/or school district. Serious misconduct may be reported to local law enforcement.

### **III. MISCELLANEOUS ITEMS**

**ACTIVITIES FOR STUDENTS ASSEMBLIES:** Students will be assigned specific seating for all assemblies and they will be dismissed by the PA system or their teacher. All assembly attendance is mandatory unless excused individually by the Principal.

**ADVERTISING AND PROMOTIONS:** Neither the facilities, the name, the staff, nor the children of the school system, nor any part thereof shall be employed in any manner for the advertising or otherwise promoting the interests of any commercial or other non-school agency or organization. The Yellow Medicine East School District employees must not

recommend any commercial product, service or aid in the distribution of literature or publicity endorsing or recommending such product or service.

**ALLERGY PROCEDURE:** Yellow Medicine East School District is “nut safe”. Our schools are NOT completely peanut/tree nut free, but measures are put in place to provide a safe environment for students with known peanut/tree nut allergies. Yellow Medicine East School District is a “Latex-free” environment. Visiting pets/animals are prohibited in YME schools. An exception will be made for service animals and approved classroom curriculum units involving animals as part of a lesson or lessons.

**Classrooms:**

- 1) For classrooms with student(s) with life-threatening allergies, a notification will be sent out prior to the students first day of school notifying families of the allergy and precautions that will be taken to prevent a reaction.
  - 2) Information should be kept about students’ life-threatening allergies in the classroom. These foods/items should not be used for class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or other purposes in the classroom of a student with life-threatening allergies.
  - 3) Tables should be washed with soap and water in the morning if an event has been held in the classroom the night before.
  - 4) Proper hand washing technique by adults and students should be taught at the beginning of the school year and required before and after the handling/consumption of food.
  - 5) Eating in the classroom is prohibited unless part of an organized classroom activity or classroom curriculum (e.g.- scheduled snack times in the elementary school, classroom celebrations or rewards, holiday or birthday parties, FACS class, etc.).
    - a) Teachers are to notify the school nurse and school principal if a classroom activity where food will be served or shared is taking place.
    - b) No homemade treats or food items, for students, will be brought into our schools either by parents or staff unless preapproved by the school nurse and school principal. All treats must be commercially prepared and packaged for distribution with intact ingredient labels.
- \*Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the type(s) of allergy.*
- 6) Food preparation and the use of food manipulatives will be allowed in academic curriculum with the principals’ and school nurses pre-approval.
  - 7) No items in the classroom will be stored in previously used food containers (peanut butter, jelly, or any other kind of jar).

**Food Services/Cafeteria**

- 1) The school lunch program will not serve any food items that may cause a life-threatening situation. Medical documentation and an “Allergy Action Plan” are required and must be renewed each school year.
- 2) There will be a table in the cafeteria designated “allergen free”. Students with life-threatening food allergies may sit at this table. Only students eating school lunch will be allowed to eat at this table.
  - a) The designated table should be clearly identified.
  - b) The designated table should be cleaned thoroughly in between each lunch session. Disposable wipes and dedicated water are encouraged to avoid cross contamination.
- 3) The food service director is to maintain food labels for each food served to students for at least 24 hours following service in case a student has a reaction from a food eaten in the cafeteria.
- 4) Students with home lunch must eat in the cafeteria. Students are not permitted to eat lunch in hallways, classrooms, or other student areas unless given direct permission from administration.
  - a) Students leaving school grounds for lunch are expected to finish food/drink items off school grounds or in the cafeteria.
  - b) Students are encouraged to wash their hands after eating so that no traces of allergens will be left on their hand.

**School Field Trips**

- 1) The principal, in consultation with the school nurse, will be responsible for determining the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies.
- 2) The field trip organizer is to notify the school nurse in a timely manner of all field trips.
- 3) Medications including epinephrine auto-injector and a copy of the student’s “Allergy Action Plan” must accompany the student. The name and phone number of the nearest hospital will be a part of the student’s emergency plan.
- 4) A cell phone must be available on the trip for emergency calls.

- 5) Parents of a student at risk for anaphylaxis should be invited to accompany their child on school trips, in addition to the chaperone.
  - a) In the absence of accompanying parents/guardian or nurse, another adult must be trained and assigned the task of watching out for the student's welfare and for handling any emergency. The adult carrying the epinephrine should be identified and introduced to the student as well as the other chaperones.

**ANIMALS IN SCHOOL:** Students who bring animals to school must have prior, written approval from the building principal. All domesticated animals brought to school must be properly vaccinated. Non-domesticated animals are not allowed in the classrooms because of health concerns. Animals in the classroom will be used for educational purposes only and are not to be in the area indefinitely. Every effort will be made to determine if there are any sensitive occupants with allergies. Teachers will inform parents when an animal will be used in the classroom. When there are concerns about allergies, asthma or other health related issues, animals will not be allowed in school.

**ANNOUNCEMENTS:** Announcements are read during advisory and are posted in the hallways and on the Yellow Medicine East website.

**ASBESTOS MANAGEMENT PLAN [\*]:**The school district has developed an asbestos management plan. A copy of this plan can be viewed [here](#).

**ATHLETIC EVENTS / PEP FESTS:** Please sit in YME MS/HS's cheering sections. Always treat visiting contestants and spectators as guests. "Booing" or antagonistic taunting behavior of game officials or opposing contestants is prohibited. Dress should promote YME HIVE pride and each individual must be identifiable by the supervisor. During the playing of the National Anthem, students should stand respectfully, either singing or remaining quiet, and with caps removed. We also expect students to stand during the playing of school songs, both visitors' and YME MS/HS fans. Remember to conduct yourself at all times in a manner that will reflect positively upon yourself and Yellow Medicine East Middle/Middle/High School, both at home and away contests.

**BACKPACK GUIDELINES:** Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school and Physical Education class but are not permitted to carry their backpacks with them between classes. Backpacks must remain in the student's locker. Students have an opportunity to go to their student lockers several times a day: before first period, before or after lunch, and before boarding the bus at dismissal. Purses and other smaller handbags must be able to be stored underneath the student's desk. Discretion is left up to the teacher. This policy is in response to the following concerns: the weight students carry on their backs and safer classroom environments.

**BOOKS AND MATERIALS:** MN Statute 123.37, subd.1(b) requires the school board to notify parents about its policy to charge fees for lost, damaged, or destroyed books. Teachers issue books at the beginning of the year/semester. A fine will be assessed for a damaged or lost text.

**CAMPUS POLICY:** The school campus includes the middle/high school building and surrounding grounds and other sites when classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

Grades 6 ~ 9, will have closed campus all day (including lunch time). They must stay on school property. Grade 10 ~ 12 may leave the school during their lunch period and during their free hour. Students leaving the building must exit via door 16, which is located by the cafeteria. Students will be required to re-enter the school building through door 16 during designated time or the main front entrance. This privilege may be revoked temporarily or for an extended period as a consequence for violation of school rules or abuse of this privilege. Students in grades 10-12 who use poor driving judgment, leave trash in the school parking lots, and/or have discipline issues that surface, etc., may have this privilege revoked.

**CAMPUS VISITORS:** Parent visitors to our building are always welcome, but for the sake of maintaining building security, we must insist that all visitors report to the Principal's Office and obtain a visitor pass. All visitors are to use the main entrance on 9th Street entering through the Main Entrance doors. Visitors who wish to see staff are encouraged to call ahead and make an appointment with the staff member and follow all visitor procedures. **Student Visitors are discouraged during the regular school day.**

If there is a request for a student visitor, the following guidelines will apply:

1. **Parent notification 24 hours in advance.**

2. **Student visiting must not be missing his or her own school.**
3. **No visitors during finals or finals week.**
4. **No visitors on the day before or after a holiday break.**

Students leaving the campus for any reason other than the above circumstances, must have permission from their parent/guardian and be issued an out-of-building pass from the Principal's Office in order to leave the campus. You are to arrive at a specified time and you are not to leave at any time without the written permission of the Principal. Should it become necessary for you to leave school, you must report to the Principal's office for a pass. **Written permission from your parent or legal guardian must be presented in order to leave the building.** A violation of the policy may result in detention or suspension

**COLLEGE VISITS:** Juniors and Seniors may take post-secondary campus visits (2 per year). These must be pre-excused three days in advance by completing the College Visit Form which can be obtained from the Success Coordinator's Office. This form must be signed by a parent/guardian even if the student is 18 years of age. The student must be in good academic standing and final approval will be given by the Success Coach and/or the Building Principal. College visits are discouraged after May 1.

**CUSTODIAL/NON CUSTODIAL PARENTS:** It is the responsibility of a custodial parent to provide court documentation to the principal relative to the rights or non-rights of the non-custodial parent. Unless documentation is provided, the school will provide copies of student information to the second parent. It is the responsibility of the parents to provide updated addresses and phone numbers when changes occur.

**DANCE POLICY:** Dances are for Yellow Medicine East Middle/High School students only. The three exceptions to this policy are Homecoming, SnoBall, and the Prom. An invited guest to these dances must not be older than twenty years of age. Students or guests who falsify identity will forfeit the admission to the dance and will not be allowed to participate. These guests are required to register in the Principal's Office prior to the dance. Attendees at all dances must comply with rules regarding tobacco, alcohol and other drugs. Coats, purses, bags, etc. must be checked in with the chaperones (these items will not be allowed into the dance area). Any student who leaves during a school sponsored dance is not allowed to re-enter. Prom Guidelines are available upon request.

**DELIVERIES:** We strongly recommend that deliveries of items to students (balloons [latex free], flowers, etc.) not be arranged to occur at school. These items cannot be delivered to the classroom and end up in the office areas until students can pick them up at the end of the day. Transporting these items home, especially for those who ride the school bus, can also be a problem. Because of time constraints, the school will not be responsible for deliveries that the student does not pick up. YME is a latex free building and latex balloons are not allowed onsite.

**DIRECTORY INFORMATION:** The Yellow Medicine East Public Schools, Independent School District #2190, proposes to designate the following personally identifiable information contained in your education record as "directory information" and it will disclose that information without prior consent. (See School Board Policy)

- Your name
- The names of your parents or guardians
- Your telephone number
- Your address
- The date and place of your birth
- Your grade level completed
- Your extra-curricular participation
- Your weight and height if a member of an athletic team
- Your achievement awards of honor
- Your photograph if available
- The dates of your school attendance
- The school or district you attended before you enrolled in the Yellow Medicine East Public Schools

**If your parent/guardian objects to the designation of any or all of the above information as directory information, please notify the school administrator or school superintendent in writing by September 15.**

On or after September 15, the record custodians indicate the items the district will designate as directory information and will appropriately mark your record. This designation will remain in effect until it is modified by the written direction of your parent/guardian.

**Student Records:** Parents and students are informed that they have the following rights (See School Board Policy):

- Parents and students have a right to inspect and review the student's education records. A written request is necessary stating as precisely as possible the records to be reviewed,
- The parent or student has the right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights,
- 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 thereunder,
- The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the school district to comply with the federal law and regulations promulgated thereunder,
- The right to be informed about rights under the federal law, and
- The right to obtain a copy of this policy.

A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at <https://www.isd2190.org/Content2/96>.

**DISTRIBUTION MATERIALS /ADVERTISING:**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see school policy 505.

Any and all materials/information/promotions and announcements which staff, students/parents or other outside school agencies/groups wish to post and display on or in school property must be approved at least 24 hours in advance by the school administration. The administration reserves the right to prohibit and/or limit the distribution of materials and/or the posting/display or promotion of information and/or events.

**ELASTIC CLAUSE:** The administration reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he considers necessary. Each situation is different and will be handled on an individual basis.

**EMERGENCY SCHOOL CLOSINGS:** If it is necessary to close school due to severe weather or emergency conditions, please listen to the local radio (WCCO-830 AM, KMHL-1400 AM, KLGR-1490 AM, KKRC-93.9 FM, Q102-102.5 FM, KKCK-99.7 FM, KLGR 97.7 FM, KDJS-1590 AM, KWLM-1340 AM, KARL-105.1 FM, KMGM-105.5 FM, K95.3 – 95.3 FM, K100-100.1 FM, KARZ-107.5 FM, KDMA-1460 AM, The River-97.3 FM.), TV stations (WCCO, KSTP, KMSP FOX 9, KARE 11), social media, school website and JMC Messenger.

**EMPLOYMENT BACKGROUND CHECKS[\*]:**The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will 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.

**ENTRANCES / EXITS:** All doors on campus will be locked for student safety from 8:30 am till 3:00 pm. Students riding the school bus should enter/exit the building through **Door 16**. Students driving to school should enter the building through Door 16. Morning drop-offs should happen on the North side of 9th Avenue for student safety. Parents, visitors and guests should enter the building at the main entrance doors, Door 6. At the main entrance there will be a notification for all visitors to be identified prior to entering into the building after 8:30 am. Upon notifying the secretary of your intent, the visitor will register in the Principal's Office where you will receive a Visitor's Badge. Propping, rigging or disabling a secure door: any action which causes a door to be unsecured in order to facilitate subsequent re-entry is against the school rules.

**FEES[\*]:**Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):



- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the MS/HS office.

**FIRE AND TORNADO DRILLS, STATEWIDE TORNADO DRILLS, LOCKDOWNS:** The school will conduct periodic drills. Practice runs are designed to improve the evacuation procedure in case of a real emergency. Students will be expected to cooperate fully during these drills.

**FOREIGN EXCHANGE STUDENTS:** YME Public School will work with Exchange programs as approved by the International Educational Travel and Exchange Programs Council and the National Association of Secondary School Principals. A foreign exchange student will be placed in the age-appropriate grade as determined by the Principal. However, a student who has "graduated" from their home country high school will be placed in the senior class of YME High School. For an exchange student to receive a Certificate of Attendance at graduation, he/she must have been enrolled as a senior and have been in attendance for an entire school year. Foreign exchange students are not eligible for a diploma unless a previous transcript is provided and they will meet the graduation requirement outlined above. \*\*See YME Graduation Guidelines.

**HEALTH EMERGENCY INFORMATION:** If your child has serious health or medical issues that may affect him/her at school, please contact the school nurse in order to discuss it before school starts in the fall. If you would prefer, you may contact the teacher(s) who may "need to know" directly. Together parents and school personnel will make an appropriate health plan which will help the student manage any health concerns at school.

**ILLNESS/ACCIDENTS:** If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, the nurse or someone designated to do so will provide first aid. If the accident is of a serious or life-threatening nature, emergency services will be contacted, followed by the parent or legal guardian. If we are unable to contact you, we will contact the persons you have designated on your child's emergency card. For this reason, it is very important to provide us with accurate contact information and that phone numbers are updated as they may change throughout the year. When in non-emergency situations and all attempts to contact someone on the emergency card fail, your child will remain in school and be sent home at the end of the day in the same manner in which they came to school.

As a general rule, students with a temperature above 100 degrees will be sent home. Likewise, we ask that your child be free from fever (temperature above 100 degrees without medication) for 24 hours before he/she returns to school after being ill. Please be sure to contact the school as early in the day as possible if your child will be absent that day.

#### **INTERNET ACCEPTABLE USE**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available at [www.isd2190.org](http://www.isd2190.org).

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Acceptable Use Agreement form available at [www.isd2190.org](http://www.isd2190.org).

### **STUDENT MEDICATIONS:**

**PURPOSE** The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

**II. GENERAL STATEMENT OF POLICY** The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, registered nurse, licensed practical nurse, or other designated staff member will administer prescribed medications in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription and non-prescription medication or drugs at school requires a completed and signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The form will include or have attached written orders from a licensed health care provider. The forms are available through the nurse's office.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Over the counter medications to be administered by the school district must arrive at school in the original container sealed by the manufacturer. Over the counter medications will be administered according to the manufacturer's instruction unless otherwise expressed in writing by a licensed healthcare provider.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student but will be left with the appropriate school district personnel. Exceptions to this requirement are prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, the administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or another appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement

this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. Parents will notify the school if a medication is to be sent on a field trip. Teachers/designated school personnel may carry and administer the medication on a field trip according to school policy and procedures.

K. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine. An "Administration of Treatment" form must be completed annually (once per school year) and/or when a change in treatment occurs;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy; 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if: a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication; b. the inhaler is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. The student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;
6. Any student in grades 6-12 may possess and use nonprescription pain relief in a manner consistent 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 that 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.
7. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that: a. the pupil may possess the epinephrine; or b. the pupil is unable to possess the epinephrine (ex. EpiPen) and requires An "Allergy Action Plan" must be completed and signed by a licensed health care provider. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law.
8. Medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individualized health plan).
9. Medications: a. that are used off school grounds; b. that are used in connection with athletics or extra-curricular activities; or c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

K. "Parent" for students 18 years old or older is the student.

**LOCKERS:** Student lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school policies. 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. Items of a dangerous nature are not to be stored in lockers (i.e. Gun Safety class, knives, weapons, etc.). Students will be responsible for keeping their lockers clean and for any damage done to lockers.

\*\*School board policy is available in the Principal's Office for your review.

**LOST and FOUND:** If you have lost books or personal property, please check in the office. You must be able to prove ownership by identifying the article.

**LUNCH/CAFETERIA:** ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA. Food or drink cannot be carried into any part of the building without prior approval from the school nurse or administration. Open Campus and lunchroom privileges will be restricted if necessary. Students are to clean up after themselves and practice good manners while using lunch services. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

**MEDIA CENTER/LIBRARY:** Yellow Medicine East Middle/High School Media Center is open to all students and is well-stocked with books, periodicals, pamphlets, and an assortment of audio-visual material. Students are invited and encouraged to make use of the facility to do research for a class or to check out media center material. A library is a place for “quiet” work. The media center can be used by an entire class or an individual from a class by way of a pass. The hours are open Monday through Friday from 7:45 a.m. until 3:05 p.m. Lost and/or damage to books or technology equipment are the personal and financial responsibility of the student.

**NONDISCRIMINATION[\*]:** The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Rich Schneider, Superintendent, YME School District - 450 9th Avenue - Granite Falls, MN 56241 as the district’s human rights officer to handle inquiries regarding nondiscrimination.

**NOTICE OF VIOLENT BEHAVIOR BY STUDENTSf Violent Behavior by Students [\*\*]:** The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student’s parent or guardian that the notice will be given. The student’s parents/guardians have the right to review and challenge their child’s records, including the data documenting the history of violent behavior.

**ORGANIZATIONS AND ACTIVITIES:** Yellow Medicine East Middle/High School has an activity program to be proud of. Our organizations and activities have earned high honors and recognition because of active student participation, excellent facilities, interested and qualified instructors, and support staff, administration and community.

**PARENT RIGHT TO KNOW[\*]:** If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child’s classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

**PESTICIDES APPLICATION NOTICE [\*]:** The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district’s plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Rich Schneider, Superintendent of Schools at 320-564-4081, x106.

**PLEDGE OF ALLEGIANCE:** Students will recite the Pledge of Allegiance to the flag of the United States of America once per week. "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may

elect not to do so. Students must respect another person's right to make that choice." Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. Students are asked to stand as a courtesy and out of respect for others.

**POSTERS:** All of the posters or announcements to be displayed anywhere in the building including the bulletin boards must be approved by the principal or other authorized personnel. It is understood that all signs posted will be taken down after a reasonable length of time.

**PUBLICATIONS:** A student may not produce and/or distribute petitions or other printed documents of any kind that are disruptive to the conducting of school. A student shall not produce and/or distribute any petitions, documents, or posters/advertisements of any kind or sort on school premises during the school day without the specific approval of the principal.

## **RIGHTS:**

### **The Right To Free Speech and Expression**

Students represent a wide range and diversity of opinion and background. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately. This is provided that such expressions are not libelous, profane, obscene, and do not interfere with the rights of others or disrupt the atmosphere for learning in the school.

- Freedom of student expression is protected by the school policy.
- School-sponsored publications shall follow the rules for responsible journalism. Permission of the school principal is required for distribution of literature. The time and place for distribution will be limited according to established guidelines.
- Notices concerning information about events which will take place within the school area shall be posted in the place designated by the principal. All notices for events either inside school or outside shall be approved by the principal or a representative designated by the principal before posting.

**The Right Regarding Student Dress** A student has the right to choose manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or violates the dress code. For more information on student attire, see the section on **student dress**.

**Discrimination/Sexual Harassment** in any form is not to be allowed or condoned. Any inquiries regarding this policy of this handbook should be directed to the **Principal's Office** or call (320) 564.4083 (See School Board Policy)

### **The Right to be Informed of Rules**

Students have the right to be informed of all policies, rules, and regulations they will be expected to follow. The basic rules shall be published and distributed to all students and available to other interested persons. Copies of these rules governing the code of conduct shall be available in the school office.

### **The Right to Privacy**

The student's right of privacy regarding school records will be protected and any disclosure of information from student permanent records shall be consistent with legal requirements (See School Board Policy)

### **The Right to Personal Property**

Students have a right to be secure in their persons, papers, and effects, however;

- Students must refrain from bringing onto school property or to the school-sponsored events any material or item that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other persons.
- When reasonable cause exists for a principal to believe that such items are present, general or individual searches may be conducted under the authorization of the principal, or any representative designated by the principal.
- **Lockers** are the property of the school and may be searched at any time by school officials. (See School Board Policy)
- Search of an area assigned to a student will be conducted in the presence of the student, if practical.
- School authorities will seize illegal items and items that are used to disrupt or interfere with the educational process may be removed from student possession.
- Personal Items of value should be left at home. The school is not responsible for lost or stolen articles.

**REQUESTS FOR HOMEWORK:** After **3 or more consecutive days of absences** it is appropriate for the parent/guardian of an absent student to contact the Middle/High School Office **to request homework**. Assignments will be collected from teachers and can be picked up at the Middle/High School office at the end of the school day.

**STUDENT PASSES:** All students leaving a class must receive teacher permission and request the teacher issue them a student pass. All students in the hallway during scheduled classes must have a pass and the pass needs to be visible to staff. Unless it is an emergency, students needing to see the social worker, nurse, other staff member or administration, must have permission and a pass. Violation of this procedure/policy will subject the student progressive discipline. Students are not to leave the building between classes without permission. Exception to this is a senior with a free hour or a sophomore/junior/senior during scheduled lunch time. Students are required to sign-in and out of class. Students are not allowed to go to the parking lot or run errands without the permission of the Principal's Office.

**STUDENTS AND DRIVING:** The privilege of students driving to and from school carries with it certain responsibilities. Cruising in autos, speeding, or other acts of behavior which violate school policies or community laws will result in denial of privileges, and complaints filed with the local police department. Students are not to be in, or lounge in, autos during school hours except for purposes of going to and from school. **Students may not drive to and from practice or school sponsored activities unless cleared through the Activities Office and/or Principal's Office.**

The designated student lot for parking during the school day is the East Lot. No parking in areas designated for visitors and staff, in yellow painted areas, fire lanes, and do not block the driveways or sidewalks. Consequences for violation of parking policies will include: warning, restricted privileges or having improperly parked vehicle **towed away** at owner's expense.

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

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location 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 loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

**STUDENT FEES:** Materials required for basic instruction in any course will be provided at no expense to the student. However, in a number of courses, students, at their election, may be allowed to complete projects for personal use which require materials other than those necessary for basic instructions. Failure to pay fees within 30 days of the start of the semester will result in withheld credit(s) and a loss of opportunity to participate.

**STUDY HALLS:** The purpose of study hall is to provide a supervised, structured atmosphere for students to study. Students may access the resource room for assistance but must secure prior permission to leave the study hall area. Students are expected to bring all study materials with them. Permission to use the library or computer labs must be secured before reporting to study hall. All electronic devices follow the Electronic Device Procedure.

**SUICIDE PREVENTION INFORMATION:** National Suicide Prevention Lifeline 1-800-273-8255 or 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text Hopeline 741741, and the Yellow Medicine County mobile crisis services 1-800-658-2429.

## **TECHNOLOGY & INTERNET USE**

**\*\*See School Board Policy 524**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system, electronic resources, and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system, electronic resources, and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system, electronic

resources, and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. This policy shall apply to all users of the School District's computer system, electronic resources, and Internet, including but not limited to students, faculty, administrators, support staff, agents and board members. This policy shall apply to the use of the School District's electronic resources provided by any means, including but not limited to: desktop computers, laptop computers, PDAs, Smart Devices, printers, mobile devices (wireless), network servers.

**Consequences:** 1st Violation: 4 weeks suspended privileges, 2nd Violation: 8 weeks suspended privileges, 3<sup>rd</sup> Violation: 16 weeks suspended privileges.

**TELEPHONE:** The office and classroom phones are for school business and are not to be used by the students. Students are permitted to use the office phone for emergencies only! No calls will be transferred to classrooms while class is in session.

**TOBACCO-FREE SCHOOLS; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [\*\*]:** School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

\*\*A complete copy of this policy is available for your review in the District Office.

[**Note:** A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

**TRANSCRIPT REQUESTS:** Student transcripts are available during the regular school year. Please make requests accordingly and in a timely manner to the High School Principal's Office.

**TRESPASSERS:** The principal or his designee has the right to remove any person from the Yellow Medicine East Middle/High School campus as they deems necessary. The school campus includes the Middle/High school buildings and surrounding grounds and other sites when classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

**VIDEO SURVEILLANCE:** Video cameras / monitors that are located in the school and on the school buses are for safety purposes and assist in protecting the rights of all students to come to a safe school environment. Cameras are recording images 24 hours a day, seven days a week. The images obtained are for school and law enforcement. They are not for "public viewing".