



MANKATO EAST STUDENT HANDBOOK

UPDATED • JULY 2023



SCHOOL YEAR 2023-2024

Please take the time to read through the information in this handbook. As a high school student, ***you*** are responsible for following the rules and adhering to the information outlined in this handbook.

MANKATO EAST STUDENT HANDBOOK

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Welcome to Mankato East High School

Mankato East Students and Families,

We are so glad that *you* are here and we are so glad that you will be a part of our Mankato East High School community this 2023-2024 school year. Mankato East High School has a rich history of diversity, inclusion, academic, arts, and athletic tenacity. In fact, this school year we will proudly celebrate our 51st MEHS graduating class!

We believe that each and every student in our building is important to the success of our school. Your individual well-being, involvement, and growth matters greatly to us. We are here to provide you with the experiences, skills, and opportunities you need to fulfill your personal goals. No matter what your interests and future plans are, there are opportunities for you to learn, be actively involved, and grow your skills at Mankato East High School.

This Student (and Family) Handbook will provide information on MEHS practices, rules, requirements and a brief introduction to some of the office staff who are here to support you. There are direct links to the specific policies for Mankato Area Public Schools as written and revised by the District #77 School Board. All of our East practices, rules, and requirements come directly from approved school board policy. School board policies are written with a very legal focus, so look for the "Take Aways" and comments in the margins that will help clarify what specific parts of policy mean for you in your day to day experiences at East High School. If you have questions, please ask. We are happy to help you understand the *why* behind what we do and how we do it here at East.

We are proud Cougars and we welcome you and your family to our Cougar community!

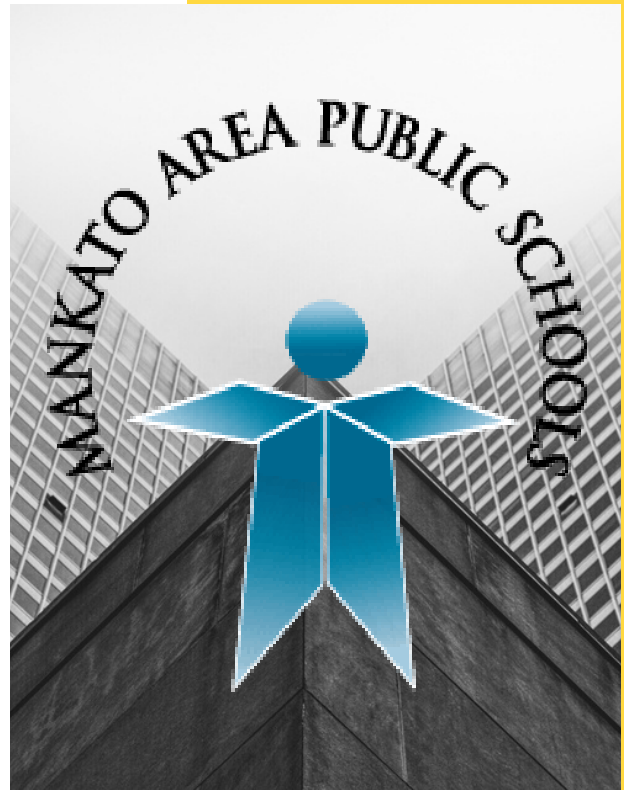
A warm welcome to you,

From the Staff at Mankato East High School

MANKATO AREA PUBLIC SCHOOLS

MISSION AND VISION

Committed to working together equitably, with families and communities, so that each learner has the knowledge and skills to be a successful and contributing citizen in a diverse global society.



The East Administration Team's role is to provide direction, support, safety, and oversight for the entire school building. The Assistant Principals manage student discipline and attendance reporting. We work closely with our student support teams to provide consistent structures, and individual plans for students. Please contact us with any concerns

EAST ADMIN TEAM

2023-2024

Akram Osman,
Head Principal
aosman1@isd77.org

Will Remmert,
Assistant Principal
wremme1@isd77.org

Brittany Galetka,
Dean of Students
bgalet1@isd77.org

2022-2023 IMPORTANT DATES

Click for [2023-2024 School Calendar](#)



• September 5	First Day of School
• September 20	2 Hour Early Release
• October 6	Mankato East Homecoming
• October 9	No School - Indigenous Peoples' Day
• October 11	2 Hour Early Release
• October 19	No School - MEA Break
• October 20	No School - MEA Break
• November 8	2 Hour Early Release
• November 9	End of Quarter 1
• November 10	No School
• November 22	No School
• November 23	No School
• November 24	No School
• December 13	2 Hour Early Release
• December 25	No School - Winter Break
• December 26	No School - Winter Break
• December 27	No School - Winter Break
• December 28	No School - Winter Break
• December 29	No School - Winter Break
• January 1	No School - Winter Break
• January 2	No School - Winter Break
• January 10	2 Hour Early Release
• January 15	No School - Martin Luther King Jr. Day
• January 19	End of Quarter 2
• January 22	No School
• February 14	2 Hour Early Release
• March 13	2 Hour Early Release
• March 22	End of Quarter 3
• March 25	No School - Spring Break
• March 26	No School - Spring Break
• March 27	No School - Spring Break
• March 28	No School - Spring Break
• March 29	No School - Spring Break
• April 10	No School - Eid-al-Fitr
• April 17	2 Hour Early Release
• May 15	2 Hour Early Release
• May 27	No School - Memorial Day
• June 6	Last Day of School

General Information

This section includes information on ISD 77 and Mankato East High School policies and general information including school meals, cell phone expectations, data privacy, dress code and more.



ISD 77 School Board Policies #502,504, 505, 511, 514,
515, 543, 707.

GENERAL INFORMATION

In alphabetical order, not order of importance.

Lettering for Academics?

YES! You can earn a letter for having excellent grades.



Accidents Happen!

In order to get the help you need, please report your injury to your teacher and then to the nurse's office as needed.

What does this mean?



It's pretty simple! What this means is that, as a student, **you are responsible for following directions and cooperating with any adult employed at our school.**

So, if you are given a direction or asked to do something, please respond appropriately. The goal is to keep everyone safe and where they are supposed to be.

1. Academic Letters

- Students in 10th, 11th, and 12th grades are eligible to earn an academic letter. The following cumulative GPA criteria will determine eligibility: end of **10th grade, 3.85**; end of **11th grade, 3.75**; and end of **Semester 1 of 12th grade, 3.6**.

2. Accidents

- There is a possibility that you may get injured during the school day. **If you are injured, you must do the following:**
 - 1. Report any accident to the teacher, coach, or supervisor if you were injured in the classroom, athletic program, or other student activity.
 - 2. Report any injuries to the nurse's office. If medical attention is needed, your parents/guardians will be notified and the correct procedure for your injury will be followed.

3. Authority

- All employees of Mankato Schools have the responsibility and obligation to enforce school regulations. The principal, assistant principal, dean of students, teachers, counselors, paraprofessionals, secretaries, nurse, media specialist, cooks, custodians, and bus drivers have the right to correct students who are violating school rules, and students have an obligation to do as requested. Failure to comply with any reasonable request by an authority figure is insubordination. Students who are insubordinate will be subject to additional consequences.

GENERAL INFORMATION

4. Breakfast/Lunch

- Breakfast will be served in the cafeteria **before school until 8:45**. Breakfast and Lunch will be paid all students for the 2022-2023 school year. Cost for breakfast is **\$1.15**. Cost for lunch is **\$2.75**. All food must stay in the cafeteria.
- Only students in grades 11 and 12 may leave school for lunch, but must be on time for the next class. **9th and 10th grade students do not have open campus privileges**. If you are a 9th or 10th grade student and you leave campus without permission your parents will be notified and you may have additional consequences.

5. Building Passes

- A pass is required any time a student is out of a classroom during the school day. These passes must be completed by the student and signed by the teacher. Passes are available in the office when students are returning from appointments or arriving to school late. Passes are also available from teachers so students may be excused from class.

6. Bulletin Boards

- There are a number of bulletin boards placed throughout the building. ALL POSTERS AND BULLETINS MUST BE APPROVED BY THE PRINCIPAL. Items placed on bulletin boards without permission will be removed. All approved posters and bulletins must be placed only on bulletin boards. All posters or notices must be removed by the individuals who posted the notices, the day following the event.



Breakfast and Lunch

Breakfast and Lunch are served in the cafeteria daily. There are also snacks and beverages you can purchase during the day in the Cougar Coffee Shop. You can use your lunch account for these purchases.

Got your own wheels?

That's awesome! Remember, only students who are in **11th and 12th** grade can leave campus during lunch.

Why? Because school board policy has determined the grade level cut-off for off campus privileges.

What will happen if I leave?

Well, we will contact your parents and let them know. For your own safety, it's important that you are accounted for when you're at school. If you have your own car and a parking permit, your parking permit can be revoked for not following school and district rules.

Our Mankato East High School hall pass looks like this.

If you are a part of a student group and want to post anything around the school, please make sure you get your poster or information approved by the office.

GENERAL INFORMATION

7. Bus Conduct

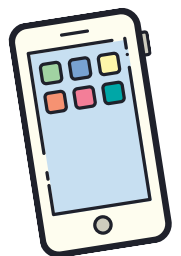
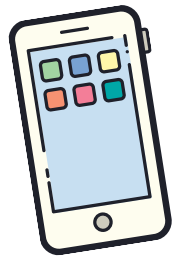
- To ensure safe and comfortable transportation, students must act responsibly when riding their bus. All school policies apply to conduct on school buses. Failure to follow them may result in disciplinary action according to school expectations and/or district policies. Additionally, the bus company may deny bus-riding privileges according to their guidelines.

8. Care of Property

- The community members of District #77, who support our schools, have a right to demand that students and staff respect school property. Defacing of walls, desks, and other school property will not be tolerated. Students involved in acts of vandalism or extreme carelessness will be responsible for damages and are subject to discipline.

9. Cell Phones and Electronic Devices

- Students are allowed to bring cell phones/electronic devices into the building and use them before and after school, during passing periods and during lunch. **Students are not allowed, unless pre-approved by the teacher, to use or have their electronic device accessible during class. If a student violates the teacher's policy, the device can be confiscated and returned to the student at the end of the day. If a student has multiple violations, the device may be given to the Assistant Principal or Dean of Students and they will contact the parent/guardian to arrange to pick up the device.**
- The use of electronic or other devices, which cause distractions to the educational environment; such as **making, distributing, or posting recordings, either audio or video, of any school activities, classroom, student, or school employee without prior approval of a building administrator; and the use of electronic devices in locker rooms as well as classrooms or other areas requiring a private, secure, or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school district.**
- These examples are not intended to be an exclusive list. **Any student who engages in any of these activities shall be disciplined in accordance with district policy.** 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.



GENERAL INFORMATION

Cell Phone Expectations

- You are **not** allowed to have your phone out during class *unless* your teacher ok's it.
- If your teacher/ a staff asks you to put your phone away, you need to put it away. Failure to cooperate may lead to further consequences.
- A teacher or administrator **can** take away your phone if you do not follow the cell phone rules.
- **Recording/photographing other students without their permission is against district policy.** If you record/photograph others without their consent, (especially during conflicts), **you will be suspended.**



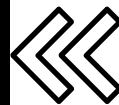
Like what kind of consequences?

Well, refusing to follow cell phone rules is like refusing to follow any other rule. You might be removed from class or have your phone taken away for the rest of the hour or for the day.



What? You can't take my phone!

If you bring your phone to school and you violate school rules with it, we **can** take it away from you, even though it is your personal property. We can take the phone, we **can not** look through it or 'search it'.



Did you know this?

It's true! Recording/taking pictures of other students in a school setting without their consent **is a violation of their right to privacy.**

Cellphones are a great tool for connection and communication. They can also be a **huge** distraction in the school setting. Excessive phone use in class is closely linked to failing grades. In fact, teachers report that an all too common reason for failing grades is cell phone distraction/social media addiction. If you are absorbed in your phone, you are *not* paying attention to your schoolwork. Likewise, social media conflicts are the number one reason why students have physical fights and/or arguments at school.

Although your phone is your personal property, it is a privilege to have it at school, not a right. You need to be responsible in how you use your phone as tool for communication and connection during the school day.

GENERAL INFORMATION

10. Data Privacy


State Statutes – Laws of Minnesota 1974, Chapter 479 and 1976 Amendments in Chapters 293 (HF2204)

Federal Statutes – P.L. 93.380, 1974, Section 438 and 1976 Amendments of P.O. 93-380, Section 512 and P.O. 93-568, Section 2.

- Independent School District No. 77 complies with the above laws relating to educational records that are collected, stored, and disseminated by District 77.

The laws:


- limit the amount of data which is collected about an individual,
 - limit access to and release of those records which are collected,
 - provide procedures to insure that the information which is collected is accurate,
 - provide penalties in the event that the statutes are not followed.
- Independent School District No. 77 Policy #605.06 lists the guidelines for procedures, which must be followed regarding student records. This code is available in its entirety at the central offices.
 - The laws allow a school district to disclose directory information regarding a student registered in school. Independent School District No. 77 Policy #605.07 follows:



This just means we are careful about what information we collect about you and how we use it. There are State and Federal laws we **must** follow regarding personal information.

The Independent School District #77, pursuant to the U.S. General Education Provisions Act of 1974, declares the following as “directory information” as provided in said act and that information relating to students may be made public by designated school authorities if said information is in any of the following categories:

- Student’s name, address, and telephone number, date and place of birth
- Major fields of study
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agencies or institutions attended by the student
- Names of parents/guardians



Here are the things we would include in directory information about students.
Parents always have the right to request not to have their student's information posted publicly.

Parents, as it affects their children, guardians, as it affects their wards; or adult students, as it affects themselves, may request that directory information not be given to outside agencies or individuals. If this level of privacy is desired, the parent, guardian, or adult student shall inform the administration of this request in writing. Requests must allow sufficient lead time for the administration to delete or modify the publication of any directory information.

Designated school authorities shall make the decision as to what directory information shall be published and who shall be eligible to receive directory information with the best interests of the students in mind.

Directory information for the Minnesota State High School League shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events.

Federal regulation provides military recruiters with access to the name, address, and telephone number of all secondary students. Students or parents who wish to have the school withhold this information must provide the school with a written notice that this information is not to be released to military recruiters without prior written consent.

GENERAL INFORMATION

So what happens if I get 'Dress Coded'?

If you get "Dress Coded" at school it means that an adult believes that what you are wearing violates our district's Dress Code policy. You will know if your outfit violates the policy by checking here:

Usually, the teacher or staff member will ask you to fix the dress code violation by putting on another layer (in the case of shirts that expose too much skin) or change your outfit.

If you have a shirt that has inappropriate words or symbols, you maybe asked to turn it inside out or change.

If you have a hat that has inappropriate words graphics, you may be asked to take it off and keep it in your bag or locker.

Administrators don't usually get involved unless you refuse to follow your teacher's request. If a principal, assistant principal or dean has to be involved, we will give you a shirt to wear, send you home to change (if you have your own transportation and with parent permission), or we'll call home to ask your parent to bring you a different outfit.

Repeated violations will result in a parent/school/student meeting and or further consequences.



11. Dress Code Policy

District Policy 504 – Time and place dictate appropriate dress. Specific wear, though fashionable, may prove to be unacceptable in the school setting. Students are expected to be appropriately dressed and acceptably groomed for school at all times. Administrative judgment will determine the appropriateness of attire. The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and school handbook standards.

Appropriate clothing includes, but is not limited to, the following:

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

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts", tank tops, tops that expose the midriff, and other clothing that is not in keeping with school community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry, materials, clothing or apparel communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in District 77 Policy 413.
- Any apparel or footwear that would damage school property.

Dress for success.

If you put on an outfit in the morning and wonder...is this inappropriate? It probably is. How you dress is how you present yourself to everyone you come into contact with. There is a time and a place for different kinds of outfits that send different kinds of messages to those around you. School is a place for casual yet covered up kinds of outfits. If an item of clothing has a message you wouldn't want a respected adult in your life or a boss to read...it's not for school. If an item of clothing would be more appropriate in a hardcore work out session, it's probably not for the school day. Respect yourself and others with what you choose to wear to school.

GENERAL INFORMATION

12. Eye Protection

- A state law which became effective on January 1, 1968, requires that every person wears industrial quality eye protection devices when participating in, observing or performing any function in connection with any courses or activities taking place in eye protection areas, as defined in subdivision 3, of any school in the state.
- Subdivision 2: Any student failing to comply with such requirements may be temporarily suspended from participation in said course and the registration of a student for such a course may be cancelled for willful, flagrant, or repeated failure to observe the above requirements.
- Subdivision 3: Eye protection areas include those in which activities and materials involve:
 - Hot molten metals;
 - Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials;
 - Heat treatment, tempering, or kiln firing of any metal or other materials;
 - Gas or electric arc welding;
 - Repair or serving of any vehicle or mechanical equipment;
 - Any other activity or operation involving work in any area that is potentially hazardous to the eye.

13. Field Trips and School Related Activities

Field trips and activities enrich the curriculum. All school policies are in effect for such events. If the event is off-campus, all students may be asked to return a signed parent permission form. If busing is provided, all students must ride on the bus both going to and returning from the event. If busing is not provided, ISD 77 is not liable for the car insurance or liability.

14. Fundraising

No fund-raising is permitted unless authorized by the administration. No solicitation is permitted except as authorized.

Have a lab class?

You're going to have to wear goggles. It's not just your teacher's rule, **it's the law!**



For different classes, clubs, or trips, you might be asked to fundraise. If it is a school-related fundraiser, your teacher will have already asked administration for permission.

GENERAL INFORMATION

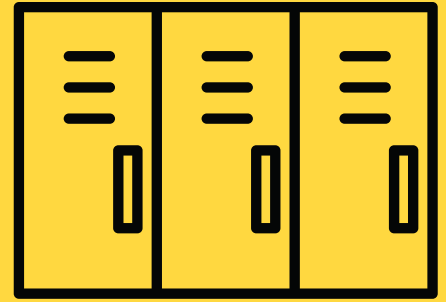
15. Lockers

Students in 9th and 10th grade will be automatically assigned a locker. Students in grades 11th and 12th will need to sign up to receive a locker at the beginning of the year. **Students are responsible for the contents in their locker. Use only the locker that is assigned to you. Do not share your locker or combination.** Leave valuables at home. If it is necessary for you to bring a large sum of money or a valuable item to school, bring it to the office for safekeeping in the school safe. Independent School District No. 77 and its staff are not responsible for stolen articles or damaged articles on school property.

At the end of the year, student lockers must be completely cleaned out. Students will be charged for any locker damage or clean up that needs to take place. **All lockers are the property of the school and are subject to inspection by school personnel.**

School authorities are allowed by state law, (Section 11), to inspect interiors of lockers without search warrants. The personal possessions of a student within a locker may be searched when school authorities have a reasonable suspicion that evidence of a violation of law or school rules will be uncovered. Students must be informed that their locker was searched as soon as practical after the search, as long as disclosure does not impede an ongoing police investigation.

Random canine search of lockers will be conducted by District 77. Any contraband or indication of contraband found during the search will be subject to District 77 policy and applicable law.



11th and 12th Graders, there are lockers for you if you want one. You will need to fill out the Google Form or check in at the front desk in the main office.

Know the rules and how they impact you.

YES, your lockers and backpacks can be searched by administrators if we have a **reasonable suspicion** that you have something in your locker or bag that violates school rules. This is a different law than applies to police officers. School administrators **do not** have to have a warrant to search your belongings. **Anything you bring into school is subject to this rule.**

16. Lost and Found

Students, if you find lost property in any part of the building, you **must turn it into the office** to enable the owner to reclaim it. In order to claim a lost article from the office, it is necessary to prove ownership by identifying the article. Our lost and found is usually at the front desk in the main office. **Please be careful with what you bring to school.** You should not bring very expensive items to school if you are worried you might lose them. It is very difficult to track with certainty small items like AirPods and jewelry.

17. Messages

Generally, messages are best sent directly to students via their personal device, however, we ask that you avoid class time so as not to distract your student with messages during class. In the case of emergency or similar unique situation, please contact the main office and a message will be relayed directly to your student.

GENERAL INFORMATION

18. Pledge of Allegiance

"I Pledge Allegiance to the flag of the United States of America
And to the Republic for which it stands, one Nation under God,
Indivisible, with liberty and justice for all."

A school district must instruct students in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises. Anyone who does not wish to participate in reciting the pledge may elect not to do so. Students and staff must respect another person's right to make this choice.



19. Safety Drills and Procedures

The State of Minnesota requires schools to complete 5 fire drills, 5 lockdown drills, and 1 tornado drill each year. Students must be familiar with the procedures to ensure safety and security.

In the event of a fire drill, when the alarm sounds all students should walk rapidly to the designated area as posted in each classroom.

Tornado drills are conducted each April during Severe Weather Awareness Week. When the siren sounds, students should proceed to the designated areas in the building as posted in each classroom.

20. School Dances

With the exception of Homecoming and Prom, school dances are for registered students only. Dances are chaperoned by teachers, administrators, and police officers. Behavior in accordance with this handbook and school standards is required at school dances.



IMPORTANT SAFETY REMINDER

One of the most important aspects of our building safety plan is that **ALL doors are locked after 8:45 am**. This means anyone entering the building after 8:45 am **MUST** enter through the **secure Front Door (Door 1)**.

Students are NOT allowed to open any side doors during the school day for ANY reason. You can not let your friends in from lunch, you can not let anyone into the building...even if you know them.

All people entering our building after 8:45 am until 3:35 pm must enter through Door 1. This is for **EVERYONE's safety**. Opening side doors during locked hours puts everyone at risk. **Students caught opening doors will have consequences for violating the building safety plan.** Remember, every doorway is monitored by camera.

General Dance Expectations:

- Once you leave the dance, you may not return.
- Usage of chemicals or controlled substances is forbidden.
- The school dress code is in place at all school events, including dances.

Homecoming and Prom:

- If you bring a guest who does not attend the school, you must sign up ahead of time with the assistant principal. Again, guests are only allowed at Homecoming and Prom.
- Guests for Homecoming must be enrolled in a high school.
- Guests for Prom must accompany a Junior or Senior. Guests must be in, at minimum, 9th grade and must be under 21 years of age.

GENERAL INFORMATION

21. School Hours

Building hours are from **7:30** a.m. to **3:55** p.m. Students are expected to exit the school property by 3:55 unless they have scheduled activities that may include co-curriculars, tutoring or conferencing with teachers. Students remaining at school past the scheduled hours may receive a trespass notice and be subject to a police referral (this would happen only if you are violating school rules, engaging in negative behavior, damaging property, or being inappropriate toward building staff).

22. School Resource Officer

A School Resource Officer from the Mankato Public Safety Department is available for resolution of conflicts, education, and consultation about legal issues or safety concerns. Students who violate school policies which are also violations of Minnesota Statutes, may be charged with a crime. Examples of these include, but are not limited to, the use or possession of drugs, alcohol, and tobacco, theft, and vandalism, as well as: Violations against persons, such as threatened assault, assault, fighting, harassment, interference and obstruction, attack with a weapon, sexual assault, illegal sexual conduct, or indecent exposure.

Assault in the fifth degree: (Misdemeanor: Maximum of 90 days in jail and/or \$1,000 Fine)

- commits an act with intent to cause fear in another of immediate bodily harm or death.
- intentionally inflicts or attempts to inflict bodily harm upon another.
- the threat to do bodily harm to another with present ability to carry out the threat.

Disorderly conduct (crime):

- engages in brawling or fighting.
- disturbs an assembly or meeting, not unlawful in its character.
- engages in offensive, obscene, abusive, boisterous or noisy conduct or in offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others.

23. Security Cameras

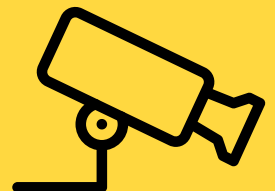
For security reasons, surveillance cameras are located in various places on campus. Tampering with these cameras will be addressed as a serious breach of school security. Furthermore, evidence that is gained through the use of these cameras can and will be used to determine if school policies have been broken and will be used to determine consequences.

Remember the building is locked during school day hours from **8:45 am until 3:35 pm.**

Anyone wishing to enter the building must enter through **Door 1.**



Students, if you engage in physical fighting on our campus, you could face charges for disorderly conduct from the school district and you could be charged with assault from the victim's family. There are better ways to solve problems! If you have an issue with another person, involve a trusted teacher, counselor, principal or other staff member. Get adult help, don't get yourself into legal trouble!.



There are approximately **138** cameras in our building. These are in place to protect you and everyone else.

GENERAL INFORMATION

24. Skateboards/Rollerblades/Scooters

Because of safety concerns, skateboards, rollerblades, rolling shoes, scooters, snowmobiles, etc. are **NOT** allowed in or adjacent to the buildings, tennis courts, track or other surfaces that are subject to damage.



25. Textbooks & Chromebooks

Textbooks and Chromebooks are district property and are loaned to the students for their use. It is the responsibility of students to take care of all property. Students check out all textbooks and a chromebook, case, and charger from the media center and must return the items that were checked out to them at the end of the course and school year. Fines will be assessed for any damage over and above wear and normal use and in the case of items that are not returned.



26. School Accounts

Student issued ISD77.org accounts are district property and are provided to students for academic use. It is the responsibility of students to use these accounts in safe and secure ways in accordance with District Acceptable Use policy 524. **Content of student accounts is regularly screened by the district security software, Securly.**



27. Visitors

Students are not allowed to bring visitors to school. No visitor passes will be issued to students.

Your school account is **always** monitored by Securly. If you search inappropriate things on your computer, your search will be flagged and emailed to administrators.



Attendance

This section includes information on ISD 77 and Mankato East High School policies on Student Attendance.



ISD 77 School Board Policy # 503 Student Attendance

ATTENDANCE POLICY

1.Attendance Policy

Minnesota State Law requires children from age 7 through age 17 to attend school. This is called compulsory instruction or compulsory attendance and falls under MN State Statute 120A.22. This law informs our district attendance policies and impacts students and families at East High School in the following ways:

STUDENT RESPONSIBILITIES

- 1.Attend **each class** and arrive on time, prepared to learn and participate.
2. Inform teachers and office staff in advance of pre-excused absences.
3. **Have a parent/guardian call the office within 48 hours of an absence.**
4. Be aware of their own status in regard to tardies and absences in classes.

PARENT RESPONSIBILITIES

1. Encourage students to attend school regularly.
2. Notify the office by phone on the day of your child's absence. Absences not verified within 48 hours of the student's return to school will remain unexcused.
3. Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days.
4. Notify the office in writing or by phone of a pre-excused absence at least 1 day prior to the absence.

Who Decides What is an Excused Absence from School?

Minnesota State Law (MN 120A.22) gives schools specific guidelines around what can and what can not be considered an excuse for missing school. ***Please be aware that the school administration holds the final say in whether an absence is excused.***

Parents/guardians notify the school of the reason for a student's absence. The school must determine whether the reason fits the school board approved criteria and meets the requirement of the law.

Frequently Asked Attendance Questions and Misconceptions

STUDENTS:

"I'm in the building, why am I absent?"

- Just being IN the building doesn't count toward attendance at school. The law says you **must attend every class period.**

"I went to class, I was just late!"

- Being late means you're tardy, being *really* late violates an additional rule that Blue Earth County, where East High School is located, has in place. BEC requires that you miss **NO MORE than 10 minutes** of class before you are considered absent, unexcused.

"I was in class, I just left early."

- See the answer above. You can't just leave class without consequences. You are required to be there the whole time unless you have an excused reason and/or if your teacher excuses you.

PARENTS:

"I drop my student off at school, it's the school's job to make sure they go to class."

- Actually, it's a joint partnership. The law is written with the focus on *students' and families' responsibility* to attend or encourage attendance. We work hard to get students to class and we will do everything we can to help you. However, ultimately, if students don't attend their classes, it is parents and students who will be summoned to the court to discuss truancy with the judge. The school is required by law to report truancy to Blue Earth County.

ATTENDANCE POLICY

Attendance Policy Continued

Excused Absences

The following are considered **EXCUSED** reasons for an absence from school for the day or partial day. These do NOT count against students toward habitual truancy.

1. School sponsored curricular and co-curricular activities
2. Official religious holidays
3. Death of a family member
4. Chronic or long-term illness verified by a doctor's signed statement and authorized by a school administrator
5. Emergency medical treatment verified by a doctor's note or discharge papers
6. 2 days for college visits for juniors and seniors only; this visit must be verified by a post-secondary admissions counselor and parent must call ahead of time to inform school personnel
7. Authorized appointments with school personnel (principal, assistant principal, school psychologist, counselor)
8. Court Appearances
9. Student Illness (Legal guardian must call the office to inform our school personnel within 48 hours)
 - a. *After a student has missed 10 or more days of school due to illness, a medical letter will be sent to the student's home and documentation will be required for future absences.
10. Administrator Discretion

Unexcused Absences

The following excuses will be recorded as **UNEXCUSED** Absences:
Unexcused absences are counted toward habitual truancy.

1. Babysitting
2. Work
3. Rest due to working late, overnight, or other work related reason
4. Travel (unless pre-approved by school administration)
5. Missing or getting kicked off the bus
6. Weather (Unless school is cancelled)
7. Oversleeping
8. Helping out at home
9. Car trouble
10. Child is not immunized
11. Illness without documentation (after a medical letter)

Frequently Asked Attendance Questions and Misconceptions

PARENTS:

"I excused my student, why are they still marked absent?"

- Parents are required to notify the school as to the reason for the student's absence. However, the decision whether the reason meets the legal and district policy requirements of an excused absence rests with the school administration. It is a misconception that parents 'excuse' their students from school, only the school can 'excuse' an absence.

PARENTS and STUDENTS:

"What is considered Truancy?"

- Blue Earth County considers any student who has missed 7 or more individual class periods as habitually truant. This is **class periods, not days**.

Students who are considered habitually truant will be referred for the truancy process through Blue Earth County.

"What is the Truancy Process?"

The truancy process is a series of interventions designed to keep students and families out of court.

1. Parents and students will be notified of unexcused absences from class.
2. Parents, students, and school team will work to find solutions to attendance issues.
3. Parents and student(s) will attend a Truancy Intervention Program meeting and sign an attendance improvement agreement. If that fails:
4. Students and parents may be asked to participate in SART with BEC probation. and sign all SART agreements. If that fails:
5. Students and parents may be summoned to court for a Truancy hearing.

ATTENDANCE POLICY

Attendance Policy Continued

School-Home Communication

First Notice of Unexcused Absence — The parent/guardian will be notified of absence via an automated phone call at the end of the school day on the day the absence occurred.

Second Notice of Unexcused Absence — School will send an automated phone call or a letter to the student's home explaining to the parent/guardian that the student has 2 unexcused absences in one or more classes.

Third Notice of Unexcused Absence — School will send an automated phone call or a letter to the student's home explaining to the parent/guardian that the student has 3 unexcused absences in one or more classes.

At any point after a 3rd Unexcused Absence, the student and family may expect a conversation with the student's counselor or Assistant Principal that they are on the Attendance Watch List. We will attempt to make a plan for approving the student's attendance. However, the student may be referred for TIP at any point following 3 Unexcused absences.

TIP (Truancy Intervention Program) meetings are set by Blue Earth County and an invitation to the meeting is mailed by the District County Attorney's Office. These meetings are hosted at MEHS but led by the Blue Earth County Assistant District Attorney.

Final Notice of Unexcused Absence

If the student is under the age of 18, and has accumulated 7 or more unexcused absences, the parent/guardian will be notified that a petition for truancy will be forwarded to the Blue Earth County Attorney. Students absent for one or more classes on any 7 days during the school year are deemed to be "Habitually truant". Blue Earth County may invite the student to participate in SART (Student Attendance Review Team) or file for a hearing with the judge for Truancy.

Attendance and Grades

Research shows that students who attend class regularly earn better grades and are, overall, better prepared for life after graduating. At East High School, we believe that attending class is **vital** to being your best and earning credit to graduate.

Students who miss instructional time, miss the opportunity to demonstrate their skills or to fully participate in the intended requirements of a course. Therefore, **if a student misses 10 class periods of an individual course, the student may be dropped (withdraw failed) from the course and scheduled in a study hall period instead.**

WHAT?!!!!

Yep, go back and read that again. **If you skip your classes and you miss 10 periods of the same course, you may not be able to earn credit in that class.** There is a process and you will have many warnings and opportunities to correct your attendance, however, if you chose to skip your classes know that you may not earn credit. You may be scheduled in a study hall and you will be required to repeat this course in Summer School or Night School if it is a required course.

You can appeal this drop, but you will need to follow the appeal process and you would have demonstrate evidence of a an extenuating circumstance for this appeal to be approved.

ATTENDANCE MATTERS!

ATTENDANCE POLICY

2.Tardy Policy

A student who is not in class when the bell rings is considered tardy. **A tardy of more than (10) minutes without an authorized pass will result in an unexcused absence.** If the student leaves the class for more than (10) minutes, that will also result in an unexcused absence. Chronic tardiness causes students to **miss out** on important instructional and organizational time in the classroom. Chronic tardiness is **disrespectful** to your teachers and peers. The office will not issue tardy passes. Excessive tardiness will be referred to an administrator for further disciplinary actions.

This 10 minutes rule is a Blue Earth County rule that East High School is required to follow. If you are absent out of your class for 10 or more minutes unexcused, whether you are late or if you leave early or leave during class without permission, you will be considered ABSENT UNEXCUSED.



CALL the
ATTENDANCE LINE



507.387.6046

Attendance

Important Take Aways

- Attendance is very important to being successful in school and graduating on time with your classmates.
- Students are required to attend **ALL classes** as scheduled.
- Parents/Guardians should call in to the attendance line any time that a student is going to miss class.
- An absence of **10 minutes** or more without a valid, school approved, excuse is considered an **unexcused absence**.
- **3 or more unexcused** class period absences qualifies for starting the **Truancy Intervention Process**.
- **7 or more unexcused** class period absences qualifies for **Truancy**.
- **10 or more unexcused absences** from a class could lead to a student being **dropped from the class**.

First 10



Last 10

No Hall Passes Issued

All students are expected to remain in class the first and last 10 minutes of the period.

ATTENDANCE POLICY

Attendance Policy Continued

10 CLASS PERIOD DROP PROCESS

Note: 10 Day Unexcused is PER SEMESTER.

3 UNEXCUSED ABSENCES

1. When a student misses 3 periods of a single course UNEXCUSED, for ANY reason, the teacher will notify the grade level counselor and Assistant Principal or Dean of Students .
2. A member of the student support team will schedule an appointment with the student to inform them they are on track for a course drop based on their failure to attend.
3. The student support team will work with the student and teacher to create a plan to improve the student's attendance.
4. Parents will be updated on the plan via phone call or email as preferred.
5. 3 Unexcused Absences may place the student's name on the Truancy Intervention list and may be submitted to Blue Earth County Truancy Intervention Program.

5 UNEXCUSED ABSENCES

1. When a student misses 5 periods of a single course UNEXCUSED, for ANY reason, the teacher will notify the the grade level counselor and Assistant Principal or Dean of Students.
2. A member of the student's support team (AP or Counselor) will set up a meeting with the parent/guardian, student, and teacher.
3. The team will discuss progress on the previous attendance plan and modify the plan as necessary.
4. The team will set a check-in date to follow up regarding the attendance plan.
5. The student and parent will be alerted in person, or in writing, that the student is in jeopardy of being dropped from the course with a WITHDRAW FAIL (WF) grade if attendance does not improve.
6. AP and Attendance Secretary will submit Truancy Intervention paperwork to Blue Earth County. Parent and student can expect a formal letter from BEC regarding truancy intervention.

7 UNEXCUSED ABSENCES

1. When a student misses 7 periods of a single course UNEXCUSED, for ANY reason, the teacher will notify the grade level counselor and Assistant Principal or Dean of Students.
2. The student is eligible for a full Truancy Petition to the Blue Earth County and may receive notification for a Truancy hearing at Blue Earth County courthouse.
3. Parent and student will be notified that the student is not meeting their attendance plan requirements and continues on track for a Withdraw Fail (WF) from the course.
4. A follow up meeting may be scheduled with student support team, student and parent/guardians.

10 UNEXCUSED ABSENCES

1. When a student misses 10 periods of a single course UNEXCUSED, for ANY reason, the teacher will notify the grade level counselor and Assistant Principal or Dean of students and complete a Failure to Attend Drop Form.
2. The student and parent/guardian will be notified that the student has failed to meet their individual attendance plan and may be dropped from the course. Student and parent/guardian will be given the option to file an appeal; however, appeals are not guaranteed to maintain enrollment in the course.
3. If a student is dropped from a course after 10 unexcused absences, they will be scheduled in a study hall.
4. All drops **must be approved by the grade level administrator.**

Behavior

This section includes information on
ISD 77 and Mankato East High School
policies on Student Behavior &
Expectations.



ISD 77 School Board Policy #542 Bullying Prevention

BEHAVIOR

1. Aggressive Speech

A. "Aggressive Speech" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students or staff and which substantially interferes with another person's or persons' educational benefits, opportunities, or performance. Aggressive Speech includes, but is not limited to; conduct by a student against another student or staff member that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student or staff member;
2. Damaging a student or staff member's property;
3. Placing a student or staff member in reasonable fear of harm to his or her person or property;
4. Creating a hostile educational environment for a student or staff member.

B. Upon receipt of a complaint or report of Aggressive Speech, the school shall undertake or authorize an investigation by school district officials or a third party designated by the school.


C. Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, and remediation. School district action taken for violation of this policy will be consistent with the requirements of the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

D. The school is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school.


2. Bullying Policy

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. **The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.**



Everyone at EAST deserves to feel safe in our building and at all of our school activities. This section just highlights the policy that protects each of our right to feel safe. This means you can't say things or do things that cause someone else, a peer, a staff member, anyone to feel unsafe. Principals are required to investigate all instances of Aggressive Speech or Bullying in our school community.



BEHAVIOR

Bullying Policy Continued

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (Policy #506). The school district may take into account the following factors:

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

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions or remedial responses up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventive and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

BEHAVIOR

Bullying Policy Continued

III. DEFINITIONS

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

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

- 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
- 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.

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

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

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

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

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

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

BEHAVIOR

Bullying Policy Continued

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

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

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. Reports of bullying should be made in writing to the building principal or to the building supervisor, but oral reports shall also be considered as complaints.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the District human rights officer. If the complaint involves the building report taker, the complaint shall be made or filed directly with the District Human Rights Officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

Students,
At East High School we have an anonymous Bullying and Harassment reporting process. If you are the victim of, or witness to situations of suspected bullying or harassment, you can use this form to report

BEHAVIOR

Bullying Policy Continued

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and student or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be 542-6 consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (see policy #506) and other applicable school district policies; and applicable regulations.

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

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

VI. RETALIATION OR REPRISAL

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

Code of Conduct

This section includes information on
ISD 77 and Mankato East High School
policies on Student CODE of CONDUCT
and Cougar CODE.



ISD 77 School Board Policies are Linked in this section.





CODE OF CONDUCT

STUDENT CODE OF CONDUCT

VI. CODE OF STUDENT CONDUCT






A. **The following are examples of unacceptable behavior subject to disciplinary action by the school district.**

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

1. **Violations against property** including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, **arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;**
2. The use of profanity or obscene language, or the possession of obscene materials;
3. **Gambling, including, but not limited to, playing a game of chance for stakes;**
4. Violation of the school district's Hazing Prohibition Policy; 
5. **Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;**
6. Violation of the school district's Student Attendance Policy; 
7. Opposition to authority using **physical force or violence;**
8. **Using, possessing or distributing tobacco or tobacco paraphernalia;**
9. **Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation) or being under the influence of alcohol or other intoxicating substances or look-alike substances;**
10. **Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation) or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;**
11. Using, possessing or distributing items or articles that are illegal or harmful to persons or property, including, but not limited to, **drug paraphernalia;**
2. **Using, possessing or distributing weapons, or look-alike weapons, or other dangerous objects;**
13. Violation of the school district Weapons Policy; 
14. Violation of the school district's Violence Prevention Policy; 
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;



CODE OF CONDUCT

STUDENT CODE OF CONDUCT Continued

16. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. **Using an ignition device**, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.
19. Violation of any local, state or federal law as appropriate;
20. **Acts disruptive of the educational process**, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. **Violation of the school district's Internet Acceptable Use and Safety Policy**; 
22. Use of electronic devices or other objects which cause distractions to the educational environment including, but not limited to, pagers, radios, cellular phones, ipads, digital cameras or recording devices;
23. **Making, distributing or posting recordings, either audio or video, of any school activities, classroom, or school employee without prior approval of a building administrator;**
24. **Use of cellular phones and hand-held computers (PDAs) in locker rooms as well as classrooms or other areas requiring a private, secure, or distraction free setting;**
25. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy; 
26. **Violation of parking or school traffic rules and regulations**, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
27. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
28. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Personal Policy; 
29. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy; 
30. Possession or distribution of slanderous, libelous or pornographic materials;
31. Violation of the school district's Bullying Prohibition Policy; 
32. **Student attire** or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
33. Criminal activity;
34. **Falsification of any records, documents, notes or signatures;**
35. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

CODE OF CONDUCT

STUDENT CODE OF CONDUCT Continued

36. **Scholastic dishonesty** which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion, including the use of picture phones or other technology to accomplish this end;
37. Impertinent or disrespectful language toward teachers or other school district personnel;
38. Violation of the school district's Harassment and Violence Policy; 
39. Actions, **including fighting or any other assaultive behavior, which causes or could cause injury** to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
40. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
41. Violations against persons, including, but not limited to, **assault or threatened assault**, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
42. **Verbal assaults, or verbally abusive behavior**, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
43. **Physical or verbal threats**, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
44. **Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation**;
45. Violation of the school district's Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees policy; 
46. Disobedience or insubordination to teachers or other school district personnel;
47. Violation of school rules, regulations, policies or procedures, including but not limited to, those policies specifically enumerated in this policy;
48. Other acts, as determined by the school district, which are **disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.**

Wow! That seems like a lot of things you CAN'T do at school. This is how policy is written, the school board and administration have to think through as many different scenarios as possible to share with students and parents about behavior expectations. But when you read through this, most of it is common sense. No one wants to go to a school where people are hurting others, treating others disrespectfully, or endangering everyone in the shared space. If you have questions about what is ok to do at school, ask. And use your common sense, if it seems like a bad idea---it probably is.

Everyone has the right to learn in a safe, respectful, and distraction free environment.



COUGAR CODE

- Collaborative
- Open Minded
- Determined
- Excellent

At East High School our Code of Conduct is anchored by the **Cougar CODE**.

We strive to be **Collaborative** and work together.

We choose to be **Open Minded** and accept others for who they are.

We are **Determined** to do our best and make the best future for ourselves.

We are **Excellent** in all that we do and we lead the way.

How will you see the **Cougar CODE** in action at East High School?

Cougar CODE messaging can be seen all around the building. These are reminders to follow the Cougar CODE. Set a good example. Show others respect and generosity by being Collaborative, Open Minded, Determined and Excellent. You'll see posters like this one.

Students-enter this ticket in your grade level prize drawing box in the media center.

COUGAR CODE TICKET

You've been caught demonstrating Cougar CODE

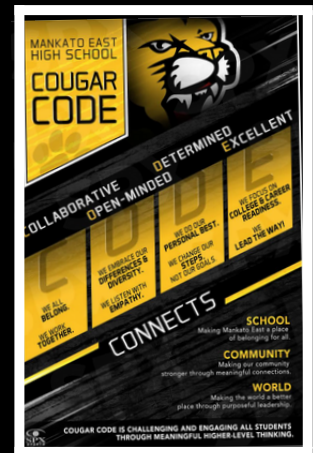
STUDENT NAME: _____

STAFF: _____

DATE: _____

☐ Collaborative ☐ Open-Minded
☐ Determined ☐ Excellent

Staff give out recognition tickets for students caught demonstrating the Cougar CODE. Tickets are entered into a weekly drawing for great prizes!



We celebrate our students! Teachers nominate students from each grade level for Student of the Week. You get great Cougar Gear and a recognition certificate.

We celebrate our staff! Students nominate teachers and other staff to Get Out Of School Early on Fridays.

STAFF NAME: _____

How did this staff member help you this week?

Get Out Of School Early

G.O.O.S.E. AWARD

You've been caught modeling COUGAR CODE

☐ Collaborative ☐ Open-Minded
☐ Determined ☐ Excellent

DATE: _____

Nominated by: _____

pride community dances celebrations games fun prizes positivity events

Curriculum

This section includes information on
ISD 77 and Mankato East High School
policies on Curriculum and Instruction.



ISD 77 School Board Policies # 601,603,604 and 617.

CURRICULUM

1. Academic Honesty and Integrity Policy

Academic honesty and integrity are essential to excellence in education. Since assignments, exams, and other schoolwork are measures of student performance, honesty is required to ensure accurate measurement of student learning.

Definition of Cheating:

Cheating is misleading an instructor in some way so as to receive or attempt to receive credit for work not originated by the student or work performed with unauthorized assistance. Cheating includes, but is not limited to:

- Copying from another student's examination, assignment, or other coursework with or without his/her permission.
- Unauthorized collaboration that violates the teacher's established expectations.
- Allowing another student to copy his/her work.
- Having another person take an examination, write a paper, or complete an assignment.
- Using unauthorized "cheat sheets," notations on desk, clothing, self, or personal technology devices (such as graphing calculators, phones, or other mobile devices) as "electronic cheat sheets."
- Revealing/receiving examination content, questions, answers, or tips from another student or removing such information from the classroom after an examination through the use of notes, scratch paper, technology (*including phones and other mobile devices*), verbal communication, etc.
- Using technology inappropriately to complete coursework or examination.
- Resubmitting substantially the same work that was produced for another assignment or course without authorization.

Definition of Plagiarism:

Plagiarism is the use of passages, materials, words or ideas that come from someone or something else, without properly naming the source. If someone or something else has done the work (or a portion of it) for you, and you do not acknowledge it, you are being academically dishonest. Examples include, but are not limited to:

- Copying someone's assignment.
- Copying text or other materials from the internet or other source without citing them.
- Paraphrasing items from a book or article without citing them.
- Using translation software to translate sentences or passages.
- Using the same sentence structure or thesis as another source without citing it.

Consequences

Cases involving academic dishonesty may be handled by the classroom teacher or may be referred to the administration. Students have due process rights, and as such, may request an appeal meeting involving parents/guardian and the classroom teacher. **Consequences may include no credit for the assignment, suspension, removal from the class with no credit, and/or possible criminal charges, depending on the severity of the violation of this rule.**

This section is all about being honest in your academic work. It's really simple. **DO YOUR OWN WORK.** Always.

If you copy from a friend, a classmate, the internet, a book... that's called **cheating** or plagiarism.

If you are thinking of going to college, this kind of behavior can get you expelled!

Don't put yourself in a situation where you might lose credit for an assignment or class!

CURRICULUM

2. Course Credit

Course credit will be given only when a student has completed all course requirements and has received a final passing grade.

3. Graduation Requirements

Ninth Grade (9th) & Tenth Grade (10th)

English 9, English 10, World History, American Studies (.5 credit), Physics, Human Geography (.5 credit), Geometry, Chemistry, Cardio for Life (.5 credit), Health (.5 credit), Electives, Strength for the Journey (.5 credit), Algebra II A.

Eleventh Grade (11th) & Twelfth Grade (12th)

English 11, Communications (.5 credit), U. S. History, English Elective (.5 credit), Algebra II B, Government (.5 credit), Biology, Economics (.5 credit), Phy Ed (.5 credit), Electives.

Students must register for a minimum of 3 credits each semester.

To graduate, students must complete 24 credits as listed above and meet the Minnesota Assessment requirement.

All students must have satisfactorily completed all graduation requirements before they may participate in the commencement ceremony and/or receive a diploma.

4. Homework Policies

Definition: Homework is an activity or assignment that is expected to be completed outside of the regular classroom.

Responsibilities:

1. The school has the responsibility for assigning meaningful homework.
2. The parents have the responsibility to manage the critical study time and become full partners of the learning process.
3. The students have the responsibility to perform the assignments to the best of their abilities.

Let's Talk About Homework

Effective Homework
Assignments



1. Homework needs to be directly tied to the instructional objectives determined by the teacher and to the development of the skills of the individual student in order for the greatest benefit to occur.
2. Homework can reinforce learning, aid in building proper attitudes, polish necessary learning skills, develop student independence, develop good study habits, and encourage creativity and imagination.
3. Homework assignments need to be monitored and recognized.

Guidelines

1. While consideration should be given to the other demands of student time such as employment and extracurricular activities, academic education should be a higher priority in a young person's life.
2. The teaching staff under the leadership of the Director of Teaching and Learning shall develop guidelines applying to homework.

CURRICULUM

5. Grades and Report Cards

Students will be graded in all courses, using a grade of **A, B, C, D, or NC**. Students with incomplete marks at the end of the quarter must complete required work. It is the student's responsibility to arrange for makeup work with the individual teacher.

In determining scholastic rank, marks are given a point value from which an average is figured.

Regular Classes

A 4.00
A- 3.67
B+ 3.33
B 3.00
B- 2.67
C+ 2.33
C 2.00
C- 1.67
D+ 1.33
D 1.00
D- 0.67
NC —

AP Classes

A 5.00
A- 4.67
B+ 4.33
B 4.00
B- 3.67
C+ 3.33
C 3.00
C- 2.67
D+ 2.33
D 2.00
D- 1.67
NC —

6. Parent/Student and Teacher Conferences

In the fall and spring, conferences will be available for parents and students to meet with teachers. The teachers will discuss course expectations, grades, and the students' academic and social progress. Conferences are available during Fall Conferences and Spring Conferences as scheduled. Parents and students will be notified ahead of conference time via Infinite Campus messages.

7. Program Changes

Teachers are assigned and courses are offered on the basis of the registration process. We hope that you have given thought to your selection of the courses for the current year and will not need to change your schedule at the beginning of either semester. Occasionally students wish to change their programs of study shortly after they receive their schedule.

Program Changes Continued

Schedule changes must meet the following criteria:

1. There is a scheduling conflict where you are scheduled for 2 or more classes per hour.
2. You need to accommodate PSEO courses and schedule.
3. A course is cancelled or overfull.
4. You need a different class to meet graduation requirements.
5. You have an IEP that requires specific courses.

Should a student need to make a schedule adjustment/correction, students are reminded to check the graduation requirements to see if their request can be granted. **Then they must meet with their counselor to discuss the change.**

Some requests may be denied because of student overload in a class, or for other reasons. Program changes after the opening days of school will be granted only in rare cases.

The assistant principal must approve all program changes. If you wish to request a program change, you should be aware of the following:

You must carry a minimum of six classes each semester.

1. If you choose to drop a class, and thus take less than the minimum of six classes, you will receive a grade of NC (No Credit). You will also be assigned to an additional supervised study hall.
2. If you wish to drop a seventh class, you may do so during the first quarter of the course with a grade of W (Withdraw) which has no penalty toward your grade point average. You will be assigned to a supervised study hall.
3. If you wish to drop a seventh class after the first quarter of the class, you will receive a NC.
4. You may not add classes after the first week of the semester.

Discipline

This section includes information on ISD 77 and Mankato East High School policies on Student Discipline including Suspension and Expulsion procedures.



ISD 77 School Board Policies #506 and 502 and 540.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the **Code of Student Conduct** (listed in the **CODE of CONDUCT** section) established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. **Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place.** Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. **The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56.** In view of the foregoing and in accordance with Minn. Stat. §121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. **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.

B. **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.

The purpose of this section is to share the school board's policy on student discipline.

This entire section is important because it outlines the possible consequences that could happen if you do not follow the rules at school.

At EAST we rely on the Restorative Process and we will do everything we can to solve situations with restorative practices.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

C. **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.**

D. **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.**

E. **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.**

F. **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.

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

H. **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.

IV. STUDENT RIGHTS

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

This section explains the **responsibilities** each group has in order to make our school a safe and well functioning setting.

One of the areas highlighted discusses physical restraints.

As you can see, in each section dealing with school building personnel, if there are situations where someone is in serious physical danger restraints may be legally used.

Our goal is to maintain a safe and secure learning environment for all at East.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. **for their behavior and for knowing and obeying all school rules, regulations, policies and procedures.**
- B. to **attend school daily**, except when excused, and **to be on time to all classes** and other school functions;
- C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. to make necessary arrangements for making up work when absent from school;
- E. to assist the school staff in **maintaining a safe school for all students**;
- F. to be **aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them**;
- G. to assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. to be aware of and comply with federal, state and local laws;
- I. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. to **respect and maintain the school's property and the property of others**;
- K. to dress and groom in a manner 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.**

This section explains the responsibilities students have for their behavior at East High School.

It is very important that each student know and understand what they are expected to do. **Not being aware of a school district rule or policy does not excuse you from following it while you are a member of this learning community.**

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

VI. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. **Confiscation by school district personnel** and/or law enforcement of **any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law.** If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

Remember, if you bring an item to school, it **can** be taken away if the item is against the rules or is used in a manner that breaks school rules. **This includes cell phones.**

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

VII. REMOVAL OF STUDENTS FROM CLASS

A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy.

"Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. The building principal must approve a student's removal from class which exceeds one day.

Grounds for removal from class shall include the following:

- 1. Willful conduct which **significantly disrupts the rights of others to an education** including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- 2. Willful **conduct which endangers surrounding persons**, including school district employees,, the student or other students, or the property of the school;
- 3. Willful **violation of any school rules, regulations, policies or procedures**, including the Code of Student Conduct in this policy; or
- 4. Other conduct which, in the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

This section outlines reasons you might be removed from class due to your behavior choices.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

VIII. DISMISSAL

A. **"Dismissal"** means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion. The school district shall not dismiss any student without attempting to provide 11 alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. **Violations** leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on the following grounds:

- 1. Willful violation of any reasonable school board regulation, including those found in this policy;
- 2. Willful conduct which significantly disrupts the rights of others to an education or the ability of school personnel to perform their duties, or school sponsored extracurricular activities;
- 3. Willful conduct which endangers the student or other students, or surrounding persons, including school district employees, or the property of the school.

C. Suspension Procedures

Suspension Steps

1. Student engaged in a behavior that meets suspension criteria.
2. Student will be escorted to the office to conference with an administrator and/or counselor. An investigation of the incident will occur.
3. Student will be informed that they are going to be suspended from school for # of days.
4. Student's parent/guardian will be contacted following investigation into incident.

Suspension Steps

5. Parent/Guardian will pick the student up from school or approve walking or driving home.
7. A formal letter of suspension will be sent to the student's home.
8. Behavior Incident data will be submitted in the student's Infinite Campus behavior profile.
9. A restorative conference for re-entry will be scheduled with student and parent at the end of the suspension period.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

VIII. DISMISSAL

C. Suspension Procedures Continued

1. “**Suspension**” means an action taken by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of **no more than ten (10) school days**; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a **readmission plan**. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their students or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. **A child with a disability may be suspended.** When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child’s IEP team, including at least one of the child’s teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child’s IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.



If you are suspended, we will typically hold a **re-entry meeting** with you and your parent/guardian. We will discuss what happened and how we can prevent that from happening again. If it is not possible to have a re-entry meeting with your parent, we will hold one with you and share the conversation with your parent(s).

If you are a student with an **IEP**, after 10 total days of suspension in a school year, we will hold an IEP meeting and Manifest Determination **every time** you are suspended after the 10th total day. This ensures we are creating a plan that works to help you succeed at school.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

VIII. DISMISSAL

C. Suspension Procedures Continued

5. The school **administration shall implement alternative educational services when the suspension exceeds five (5) days.** Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. §120B.02, although in a different setting.

6. The school **administration shall not suspend a student from school without an informal administrative conference with the student.** The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following: a. strongly encourage a parent or guardian of the student to attend school with the student for one day; b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn Stat. §§121A.40 through 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by certified mail within 48 hours of the conference.

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

If you are going to be suspended from school, we **must tell you why you are being suspended and what rule you have broken that leads to the suspension.** If there is a situation of serious danger to you or others, we may suspend you and then talk with you about it after we've had you leave the building. (See #10)

We make every effort to call parents as soon as possible after the investigation of an incident. Often, parents and guardians are alerted to the situation from their student's texts or social media. We are required to complete an investigation and this means it may take longer for us to contact parents. In all cases we need to follow due process. Parents are notified as soon as possible.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

VIII. DISMISSAL

D. Expulsion and Exclusion Procedures

1. **“Expulsion”** means a school board action to prohibit an enrolled student from further attendance up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. **“Exclusion”** means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The **student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings.** This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56; describe alternative educational services accorded to the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parents or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

VIII. DISMISSAL

D. Expulsion and Exclusion Procedures

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendations. The school may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner of Children, Families and Learning within twenty-one (21) calendar days of school board action, pursuant to the Pupil Fair Dismissal Act, Minn. Stat. § 121A.49. The decision of the school board shall be implemented 16 during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student, and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

IX. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.225, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

X. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

XI. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

XII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification. Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parents shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline -- up to and including expulsion -- as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district has not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

XIII. OPEN ENROLLED STUDENTS

The School District may **terminate the enrollment of a nonresident student enrolled under an Enrollment option Program** (Minn. Stat. §124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) **at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy** (Minn. Stat. Chapter 260A), **and the student's case has been referred to juvenile court.** The School District may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XIV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XV. REVIEW OF POLICY

The principal and representatives of parents, students and staff shall confer when necessary to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board.



DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

I. Commitments and Understandings

The rules, regulations, and standards of student behavior in District 77 shall be based on the following commitments and understandings:

- A. A self-disciplined citizenry is essential for the maintenance of a free society.
- B. One of the school's primary responsibilities is to provide an environment for the learning of all students.
- C. The rights of individual students shall be protected and each student shall be expected to respect the rights of all other students and school personnel.
- D. All students, parents, educators, and members of the community have a right to expect a safe, positive, and productive learning environment in their schools.

II. Responsibilities

A. The **parents/guardians of each child bear the primary responsibility** for the development and maintenance of acceptable behavior on the part of their child.

B. In a school setting, it is the **responsibility of school personnel** to assist the parents by:

- 1. organizing to provide an opportunity for student self-control and self-direction.
- 2. organizing to prevent situations that may lead to disorder or the need to exercise arbitrary authority.
- 3. taking reasonable actions to develop and maintain appropriate student behavior whenever students are on school premises or participating in school-sponsored activities.
- 4. communicating and cooperating with parents/guardians in the development of plans and procedures to influence behavior in a positive direction.
- 5. exercising an awareness of the influence of school personnel on young people.

C. In a school setting, it is the **responsibility of the students:**

- 1. to attend school daily, except when excused, and to be on time to all classes and other school functions.
- 2. to pursue and attempt to complete the course of study prescribed by the state and local school authorities.
- 3. to make necessary arrangements for making up work when absent from school.
- 4. to assist the school staff in running a safe school for all students, staff, and visitors.
- 5. to be aware of school rules and regulations and conduct themselves in accord with them.
- 6. to be aware of and to comply with state and local laws.
- 7. to recognize the responsibility to provide information to assist the school staff in resolving disciplinary problems.
- 8. to protect and take care of the school's property and to respect the property of others.
- 9. to dress and groom to meet reasonable standards of safety, health, and decency.
- 10. to express oneself in a manner that is not offensive, slanderous, or demeaning to others.

This part of the school board policy on discipline is all about the roles and responsibilities of each stakeholder group.

We are **all** responsible for helping students behave appropriately at school.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

III. Rules of Conduct

Disciplinary action may be taken against students for any behavior that is disruptive or violates the rights of others.

A. Violations of school procedures or act disruptive of the educational process, including disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, lying, insolence, insubordination, failure to identify oneself, use of profanity, improper activation of fire alarm and bomb threats. Days of school cancelled because of false fire alarms or bomb threats will be made up at the end of the year.

B. Violations against persons, such as threatened assault, assault, fighting, harassment, interference and obstruction, attack with a weapon, sexual assault, illegal sexual conduct, or indecent exposure.

1. **Assault in the fifth degree:** (Misdemeanor) (Misdemeanor: Maximum of 90 days in jail and/or \$1,000.00 fine)

- commits an act with intent to cause fear in another of immediate bodily harm or death
- intentionally inflicts or attempts to inflict bodily harm upon another.
- the threat to do bodily harm to another with present ability to carry out the threat.

2. **Disorderly conduct:** (Crime)

- engages in brawling or fighting.
- disturbs an assembly or meeting, not unlawful in its character.
- engages in offensive, obscene, abusive, boisterous or noisy conduct or in offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others.

C. Violations against property, including unauthorized use of school property, damage to or destruction of school property, or the property of others, vandalism, theft, robbery, extortion, arson, trespassing.

D. Truancy, Unauthorized Absences, and Tardiness — As required by current statutes, regulations of the Department of Children, Families and Learning, and the School Board of District 77, students shall be in full attendance each day that school is in session. **The authority to decide whether an absence is excused or unexcused rests with the building administration.**

Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time as established by the building principal.

Discipline may also be imposed for other attendance-related issues, including skipping school or leaving the building without permission.

E. **Using, possessing, distributing or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities on or off school property.**

F. Using, possessing, distributing or being under the influence of illegal drugs or narcotics, at school, on school grounds, or at school-sponsored activity on or off school property.

Be aware that any instance of physical violence could be reported by victims and families to law enforcement. You could be charged.

Engaging in physical violence at school could lead to charges of Disorderly Conduct from the school district. Remember, there are better ways to handle conflict!

Refer to the **Attendance** section of this Handbook for more information on this part.

Using, possessing, selling or being under the influence of mood altering substance (drugs, alcohol, etc.) could lead to very real consequences.
Don't use it or bring it to school.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

III. Rules of Conduct Continued

Disciplinary action may be taken against students for any behavior that is disruptive or violates the rights of others.

H. Possession or use of weapons or other potentially dangerous objects including firearms, whether loaded or unloaded, look-alike guns, pellet guns, knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, ammunition, and chains. Weapons shall also be defined as articles designated for other purposes but which can be used to inflict bodily harm and/or intimidate: files, scissors, lighters, letter openers, spiked cuffs and jewelry, and others. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. Students who bring a firearm to school/on school property or to a school related event shall be expelled for at least one year. The term "firearm" includes any weapon (including a starter gun) which will or is designated to expel a projectile by the action of an explosive, the frame or received of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

I. Violations of parking or school traffic rules and regulations.

J. Exhibition or distribution of libelous or obscene materials.

K. Student attire and personal grooming which creates a disruption to the educational process. Clothing which advertises alcohol, tobacco products, or sex should not be worn. (Dress that is used to intimidate for purposes of gang affiliation is also not allowed. Gang related graffiti, symbols, or drawings are prohibited.)

L. Falsification of records or signatures.

M. Violation of other school rules, policies, or procedures, and other state and local laws.

N. Involvement in criminal activity.

O. Bullying – District Policy 542 expressly prohibits acts of bullying by either an individual student or group of students. Bullying means written or verbal expressions and physical acts or gestures that are intended to cause, or are perceived as causing, distress to one or more students. Bullying includes, but is not limited to conduct that has the effect of:

- Harming a student
- Damaging a student's property
- Placing a student in reasonable fear of harm
- Creating a hostile educational environment

No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone, or tolerate bullying. Any person who believes they have been the victim of bullying, or any person with knowledge of conduct that may constitute bullying, should report the alleged acts immediately to the building principal or to the building supervisor.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

IV. Disciplinary Action

A. Disciplinary action for violation of the Rules of Conduct may include but is not limited to:

- | | |
|--|--|
| 1. Conference with a teacher, counselor, staff member or principal | 19. Referral to Community Service or outside agency |
| 2. Detention | 10. Petition court for juvenile delinquency adjudication |
| 3. Loss of school privileges | 11. Removal from class |
| 4. Parent/guardian conference with school staff | 12. Saturday School |
| 5. Modified school schedule | 13. Suspension (in-school or out-of-school) |
| 6. Require restitution | 14. Suspension of bus riding privileges |
| 7. Report to police for criminal action | 15. Transfer to another building |
| 8. Request assistance of police or other law enforcement agencies | 16. Exclusion |
| | 17. Expulsion |

The above-described disciplinary actions are a representative, but not necessarily exhaustive, example of disciplinary actions that may be imposed against a student for violation of District policies and rules.

B. Student removal from classroom:

- 1. A student may be dismissed (i.e., excluded, expelled, or suspended) on the following grounds, as specified in the Pupil Fair Dismissal Act:
 - **a.** The student engages in:
 - 1. willful misconduct which significantly disrupts the rights of others to an education
 - 2. willful misconduct which endangers district employees, the pupil, other pupils, or the property of the school.
 - 3. willful violations of any reasonable school board regulation.
 - **b.** Immediate removal from a classroom from the balance of the period may be imposed by the teacher, other supervisor, or principal when a student is causing serious disruption to the class or when it appears that the student will create an immediate danger to himself/herself or to persons or property around him/her.
 - **c.** Students may be removed from a classroom for up to three periods after an appropriate conference with the administrator. The decision to remove shall be the principal's or his/her designee.
 - **d.** Students removed from class shall be the responsibility of the principal or a designee.
 - **e.** Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference.
- 2. A student may be suspended by the principal under the condition of the Pupil Fair Dismissal Act.
- 3. A student may be excluded or expelled only upon action by the school under the conditions of the Pupil Fair Dismissal Act.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

HAZING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

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

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

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

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

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

This section covers the school board policy on Hazing, which is considered coercing someone to do something they are not comfortable with in order to find belonging in a particular group. We all deserve to be treated with respect.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

HAZING

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

- 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

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

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

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

F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

HAZING

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

Students,
Remember
there is an
anonymous
form to report
instances of
bullying,
harassment
and hazing.
You can find it
here



DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

HAZING

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of this hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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

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

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

VI. RETALIATION OR REPRISAL

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

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

HAZING

VII. REASONABLE FORCE

In accordance with Minnesota statute, reasonable force may be used, without consent, by a teacher or other lawful custodian of a child or student, in the exercise of lawful authority, to restrain or correct such child.

VII. SAFE ZONE

In accordance with Minnesota statutes Mankato Schools are in a Drug-Free, Weapon-Free Zone. Anyone convicted of possessing or recklessly handling a dangerous weapon or using or distributing controlled substances in this zone (within one city block or 300 feet of any Minnesota School, park, public housing project or school bus carrying students) may be subject to increased penalties.

SEXUAL, RELIGIOUS AND RACIAL HARASSMENT & VIOLENCE POLICY

I. GENERAL STATEMENT of POLICY

It is the policy of Independent School District No. 77 to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of School District No. 77 to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.) It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of School District No. 77 to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. (Appropriate action may include education, counseling, suspension or initiation of exclusion or expulsion procedures).

II. Religious, Racial and Sexual Harassment and Violence Defined

A. **Sexual Harassment** – Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature then:

- 1. Submission to that conduct or communications is made a term or condition, either explicitly or implicitly, of obtaining or retaining an individual's employment, or of obtaining an education
- 2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education, or

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

SEXUAL, RELIGIOUS AND RACIAL HARASSMENT & VIOLENCE POLICY

Sexual, Religious and Racial Harassment & Violence Defined

- 3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status.
5. Unwelcome sexual behavior or words, including demanding sexual favors, accompanied by implied or over promises of preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

B. **Racial Harassment** – Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- 1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. Otherwise adversely affects an individual's employment or academic opportunities.

C. **Religious Harassment** – Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- 1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. Otherwise adversely affects an individual's employment or academic opportunities.

DISCIPLINE POLICY

DISTRICT DISCIPLINE POLICY Continued

SEXUAL, RELIGIOUS AND RACIAL HARASSMENT & VIOLENCE POLICY

D. **Sexual Violence** – Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involved the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

- 1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- 2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- 3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- 4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. **Racial Violence** – Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. **Religious Violence** – Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. **Assault** – Definition. Assault is:

- 1. An act done with intent to cause fear in another of immediate bodily harm or death;
- 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
- 3. The threat to do bodily harm to another with present ability to carry out the threat

Internet Acceptable Use

This section includes information on
ISD 77 and Mankato East High School
policies on using the Internet and
Electronic Devices.



ISD 77 School Board Policy #524

INTERNET ACCEPTABLE USE POLICY

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. This policy also applies to the use of personally owned computing devices when used in school and on school networks and on non-school networks during school.

II. GENERAL STATEMENT OF POLICY

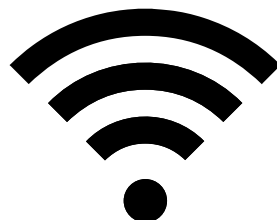
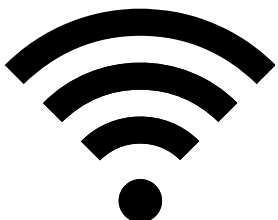
In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while communicating with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system, student-owned communication devices, and the Internet throughout the curriculum and will provide guidance and instruction to all students in their use as part of the mandated curriculum.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

IV. USE OF SYSTEM

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district 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 suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.



INTERNET ACCEPTABLE USE POLICY

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

- 1. Users will **not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:**
 - a. **pornographic, obscene or sexually explicit material** or other **visual depictions that are harmful to minors;**
 - b. **obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;**
 - c. **materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;**
 - d. **information or materials that could cause damage or danger of disruption to the educational process;**
 - e. **materials that use language or images that advocate violence or discrimination** toward other people (hate literature) or that may **constitute harassment or discrimination unless used as primary source material for the study of the subject.**
 - f. Users will **not use external proxy servers or other means of bypassing the district's Internet content filter to gain access to these materials.**
- 2. Users will **not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.**
- 3. Users will **not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.**
- 4. Users will **not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.**
- 5. Users will **not use the school district system to gain unauthorized access to information resources or to access another person's materials, information** or files without the implied or direct permission of that person.



INTERNET ACCEPTABLE USE POLICY

V. UNACCEPTABLE USES Continued

- 6. **Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.**
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515. In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will **not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.** Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
- 8. Users will **not use the school district system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property** without the person's prior approval or proper citation, including the downloading or exchanging of illegally obtained software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- 9. **Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.** Users will not use the school district system to offer or provide goods or services or for product advertisement.

INTERNET ACCEPTABLE USE POLICY

V. UNACCEPTABLE USES Continued

- **10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (Policy 542).** This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.

Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. (First Amendment Rights do apply in these situations, however.) If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

D. Students using privately-owned electronic devices must follow the policy stated in this document while on school property, attending any school-sponsored activity, or using the [school] network.

District Guidelines for the Use of the Internet

Electronic information research skills are now fundamental to the preparation of citizens and future employees. Faculty provides guidance and instruction to students in acceptable use of the network. Students are expected to use Internet access to further educational and personal goals consistent with the mission of the school district and school policies.

Use of System is a Privilege

The use of the school network and access to the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; loss of media center privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Student Services

This section includes information on Mankato East High School Student Services Office including Counseling, Social Work and Health information.



ISD 77 School Board Policies #529, 531

STUDENT SERVICES

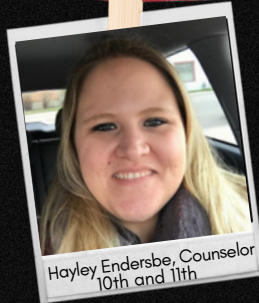
EAST STUDENT SUPPORT TEAM



Holly Evans, Counselor
9th and 11th
hevans1@isd77.org



Heather Krause, Counselor
11th and 12th
hkrause1@isd77.org



Hayley Endersbe, Counselor
10th and 11th
hender1@isd77.org



Becca Sharpsteen
School Social Worker
rsharp1@isd77.org



Tasha Landwehr
School Psychologist
tlandw1@isd77.org

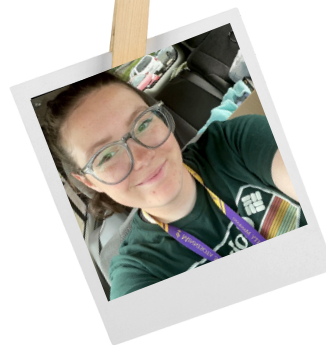
The East Student Support Team includes three counselors, a school psychologist, and school social worker. We work closely with the building principal and assistant principals to help our students succeed. The counseling office is available for individual meetings and conversations about your schedule, graduation plan, college and career readiness, check-ins, family needs, and mental health concerns. We are here to support you and help you reach your goals. Please follow the office sign up process to make an appointment with your counselor or a member of our team.

EAST HEALTH OFFICE

The Mankato East Health Office entrance is located in the Main Commons hallway across from the cafeteria. The staff in this office will help you in the event of an illness or accident, and with any ongoing health needs you may have. All medications should be approved by the health office. If you have a change in your health status that impacts school, please let our school nurse know.



Teresa Anderson, BSN, PHN, LSN, NCSN
Licensed School Nurse



Ashlyn Bollin, Health Assistant



Laurie DesLauriers, Health
Office Secretary

STUDENT SERVICES

1. COUNSELING CENTER

An appointment with a counselor, usually during a study period, may be helpful when any of the following needs apply to students:

- Choice of high school subjects appropriate to a student's own interests, abilities, needs, and objectives.
- Choice of vocational and educational objectives.
- Information on colleges, vocational and commercial school, apprenticeship training, immediate work opportunities.
- Assistance resolving concerns with teachers, friends, or parents.
- Referrals for attendance and/or disciplinary problems.

Students **must make appointments and must obtain a pass** from their teacher to see the counselor. Emergency passes will be limited. Students should not schedule appointments during class times.

The Counseling Center maintains strict confidentiality.

2. HEALTH SERVICE

The Health Service is located in the senior high office complex.

If a student becomes ill during the school day, the student **must obtain a hall pass** from the classroom teacher (except in an emergency) to enter the health service. If it becomes necessary for the student to leave school, health service staff will contact a parent/guardian for the student to be excused. Students leaving the building without parent/guardian permission will be unexcused.

Student injury

Health service staff will provide first aid, and 911 will be called for serious or life threatening emergencies. Whenever possible the parent/guardian will be notified by phone. If parent/guardian cannot be reached, the emergency contact person listed on the annual health census form will be contacted.

Health Census Form

The health census form should be completed and returned to the Health Service office **each fall**.

Medications

Medications (prescription and nonprescription) must be brought in the original container to the Health Service office by the parent/guardian.



**National Suicide
Hotline
988**

IMMUNIZATIONS

According to the **Minnesota State Immunization Law**, all student immunization records **must be up to date** in order to be **enrolled and attend school**.

A record will be kept on file in the Health Office and is available to parents anytime.



STUDENT SERVICES

HEALTH SERVICES CONTINUED

Prescriptions Medications

Before taking any prescription or nonprescription medications at school, the "Mankato Area Public Schools – Consent For Administration of Medication" form must be completed yearly by the physician and signed by both physician and parent/guardian.

If you have asthma, a severe allergy that requires use of medication such as Benadryl and/or an EpiPen, seizure disorder or diabetes a special form needs to be completed with an action plan in addition to the Consent For Administration of Medication.

Forms are available in the Health Service office, on the District Website under the programs section in the Health Program link, and Mankato/North Mankato area clinics. Students who use emergency medication and plan to carry the medication on their person in school, need to make arrangements with the school nurse to demonstrate their knowledge and ability to identify the problem and administer the medication to themselves in a safe manner and their plan to get help.

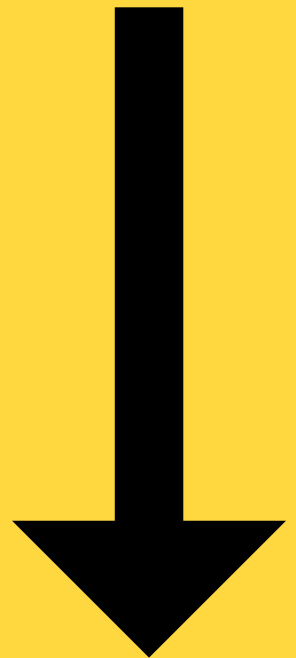
Nonprescription Medications

Nonprescription medication can be given only when the parent/guardian signs the "Mankato Area Public Schools – Consent For Administration of Medication" form. Forms are available in the Health Service office.

NO MEDICATIONS ARE TO BE CARRIED BY THE STUDENT

(except as described below):

- Students with asthma who need to use their inhaler during the school day will be allowed to carry and be responsible for administration of their inhaler only with written consent of their parent/guardian and the school nurse.
- **Students may carry and use nonprescription pain relief medication** (which does not contain aspirin) **only with written consent of their parent/guardian.** This pain reliever cannot contain ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.



Can I have headache medicine in my bag at school?



YES! Just have your parent complete the permission form.

STUDENT SERVICES

3. MEDIA CENTER

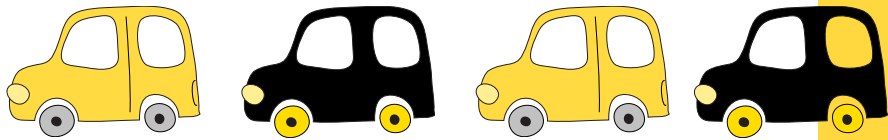
The media center is a classroom and study area where print and electronic materials are used by students and staff. During the school day, students may obtain a pass to come to the media center for quiet, purposeful study. Students are not required to have a pass to use the media center before or after school. While in the media center, students are expected to follow regular school policies.

The **Media Center is the first place you should go if your Chromebook is not working correctly, or you have a concern related to your ability to access the internet on your school device.**

You may also check out textbooks in the media center if you prefer to use a textbook and have one assigned for the courses you are taking. Not all courses use a physical textbook, so check with your teacher first.



4. STUDENT PARKING AND DRIVING



Students are allowed to park in a school district location as a matter of **privilege, not of right. Every car using the school parking lot must display a parking permit issued through the main office.** Parking permits **cost \$80** for the school year and must be signed by the student and a parent. Parking regulations are listed on the permit form and ISD 77 parking policy is included with each form.

Students who drive to school must park in the east parking lot. **Front and rear lots are not available for student parking.** Overflow parking tags will be distributed to sophomores with new licenses.

Observe the posted speed limit, **Hoffman Road is a School Zone.** Speeding and/or reckless driving will not be tolerated. All vehicles should be locked when parked and are not to be used during the school hours. **Sitting in cars is not permitted at any time.** The service road is off limits to all student drivers except students in the automotive class who may use it to take vehicles to and from the shop.

Vehicles may be towed away at the owner's expense if they are improperly parked, lack a permit, or if the drivers violate any parking lot regulations. Violations of the parking policies and regulations may result in a parking ticket of \$20 and/or revocation of the permit, without refund. Students and parents sign the parking agreement; therefore, no further warning or posting of rules is required.

While on school property, cars may be subject to search if there is reasonable suspicion of rule or law violation. Canine searches of cars may also be conducted in the school parking lots. **Students who refuse to allow a search will face suspension and lose their parking privileges for the remainder of the school year and risk legal consequences.**

Handicapped parking areas are available in the front parking lot. The car license must have an approved Minnesota decal indicating a handicapped driver.

Parking at school is a privilege. Don't lose it!

STUDENT SERVICES

5. JUNIOR (11th) AND SENIOR (12th) PRIVILEGES CRITERIA

Upper class students can enroll in junior and senior privileges to replace study hall during periods 1 through 7. Individuals wishing to exercise the privilege for replacing an assigned study hall must:

- Have junior or senior status
- Be on track to graduate as reflected by transcript
- Have a parent signature approving this change
- Apply for or renew the work permit each semester

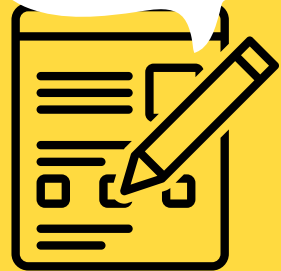
There are times we may make an exception to this rule for students in 10th grade who are already driving, or have a reliable ride to and from school. You will need to petition your grade level AP and counselor by submitting a privilege form. As with all students who have this privilege, you must maintain passing grades and meet attendance rules to earn this privilege.

Read, sign, and comply with the following conditions:

1. Permits will not be issued for more than one school period per day and only to students in grades 11 and 12, (or 10th with the above exception criteria.)
2. Permits will only be issued to students who are making successful progress towards graduation as outlined in the student handbook under "Academic Eligibility."
3. Permits will be issued on a semester basis only. Any student with a parent notice, an **incomplete grade, or a failing grade may have the privilege withdrawn and may be assigned to a structured study hall until such time as academic work improves.**
4. **Violations of attendance policies may cause the junior and senior privileges to be withdrawn. This includes truancy, excessive tardiness, and excessive absenteeism.**
5. No student will be released from school without parent permission. Parents must sign the permission/liability release form.
6. The student agrees to modify his/her schedule to attend meetings that are necessary. This may include class meetings, rehearsals, practice sessions, etc.
7. Students with junior and senior privileges are not allowed to loiter in the building or parking lot, but are **expected to leave the campus in a timely and orderly manner.** If you do not choose to leave the building, you will be **expected to attend the assigned study hall** in the classroom you have been assigned on your original schedule.



Your parent/guardian **have to sign** the form! Don't forge the form, we can tell and we follow up with a phone call home!



Yes, you **must leave** campus. That's the whole point of the privilege form! If you stay on campus, you will go to study hall.



Team & Individual Co-Curriculars

This section includes information on
ISD 77 and Mankato East High School
Co-Curricular Activities



ISD 77 School Board Policies #510, 538, 539

Athletic and Co-Curricular Office



Todd Waterbury,
Athletic/Activities Director



Lori Allen,
Activities Secretary



TEAM & INDIVIDUAL CO-CURRICULARS

1.ACADEMIC ELIGIBILITY

For any academic school year, students must have accumulated the following number of credits towards graduation by the end of the semester in order to be eligible to participate in a MSHSL sponsored activity:

	1st Semester	2nd Semester
9th	(Probation)	3.5
10th	7	10
11th	13.5	17
12th	20.5	24

Students failing to earn the credit requirements for graduation listed above will be placed on academic probation. To remain eligible during this probationary period, students must be able to earn the required amount of credits for graduation during the season in which they are participating. Students on academic probation who can no longer earn the required amount of credits for graduation will be ineligible to compete in a MSHSL sponsored activity. Academic ineligibility will continue until the student is on track to meet the required amount of credits for graduation. Included in the process will be a review of the student's credit deficiencies as well as a remediation plan for the student to regain their eligibility.

2.ACTIVITY PASS

Activity passes for school-sponsored events are obtained online. Student activity passes cost \$60.00. Pass holders are admitted to all East and West HS contests except tournaments. All students taking part in activities covered by the pass are expected to purchase activity passes, or pay the individual event admission fee. The student activity pass will not admit students to class plays, dances, musicals, and section or state events.

3.ATTENDANCE FOR ACTIVITIES

A student who participates in a co-curricular activity **must be in school the entire day of the contest/performance to be eligible for participation in the scheduled event.** A student will be excused only for school-related functions, family emergencies, religious observances and doctor's appointments (a doctor's note is needed to qualify as an excuse). **NO OTHER EXCUSES WILL BE ACCEPTED.**

4.ATHLETIC INSURANCE

Students and families are responsible for their own insurance coverage. They may purchase health insurance through the school. Athletes in sports under the jurisdiction of the MSHSL (B Squad, JV, and Varsity) are covered by blanket catastrophic injury coverage. That information is available in the Dist. #77 Business Office. All students will be made aware of the insurance options.

TEAM & INDIVIDUAL CO-CURRICULARS

5. ATHLETIC LETTER AWARDS

The Head Coach of a sport sets all letter award qualifications. Check with the head coaches for further information on letter awards.

6. ATHLETIC PARTICIPATION PHILOSOPHY

Ninth Grade - C Team

1. The emphasis is on blending competition with participation. Grouping by ability level now begins. Coaches are encouraged to work with all participants.
2. When there are enough participants and resources to have multiple teams, those teams will be established on the basis of level of ability.
3. Because of limited budgets, "cuts" may have to begin at this level.

B Team

1. The team is selected by ability level. "Cuts" may be necessary at this level.
2. Coaches are encouraged to provide coaching time and playing time for all participants, but the amount of time is determined by the ability level of the participant.

Varsity Team

1. Teams are made up of the best and most competitive athletes from grades 7-12, with players selected based on ability.
2. Playing time for individual participants is determined by the head coach on the basis of the player's ability and the needs of the team.
3. Coaching time will vary by ability level.
4. Junior varsity programs are provided for varsity reserves in some sports.

7. ATHLETIC REGISTRATION

All athletes, before beginning practices, must complete online registration and payment. In addition, a sports physical exam is required at least every 3 years (from the last date) and a copy of the form (MSHSL Sports Qualifying Physical Examination Medical Eligibility Form) must be on file in the activities office.

8. FEE SCHEDULE SENIOR HIGH (9-12)

Public Education of Minnesota is essentially free. The school district provides basic books and materials for all courses except where state law permits it to require fees.

1. Students participating in athletics conducted outside of regular school hours are required to pay the following fees:
 - a. Athletics - \$215.00 per activity
 - b. Jazz Band, Chamber Singers \$145.00 per activity

TEAM & INDIVIDUAL CO-CURRICULARS

ATHLETIC/ACTIVITY FEES Continued

2. Instrumental Rental Fee: Orchestra - \$90.00 & Band- \$50.00.
3. Students assume custody of and responsibility for all district owned books and materials issued to them and will be assessed for all lost, stolen, or damaged property for which they have assumed custody.
4. Dance Company, Debate, Drama Productions, Speech, Math League, Knowledge Bowl, VEX Robotics - \$180.00 per activity
5. Astronomy/Science Club, Drama Club - \$145.00 per activity
6. The family maximum in senior high is \$755.00.

Students unable to pay the fee will not be denied participation. The fee may be waived by using the free school lunch program as a guideline.

9. "COUGAR COUNTRY"

Activities Director & Coordinator

Mankato East has a proud tradition of athletic excellence. This tradition is based on the dedication of athletes, the teaching and motivational abilities of coaches, the support and cooperation of parents, and the financial and philosophic support of the school board and community. We feel we have some of the finest athletic facilities in Southern Minnesota, an excellent instructional staff, a supportive administration and faculty and an active student body. If you have a question that we may help you with, please feel free to contact the Activities Office. **Become a COUGAR athlete or supporter.**

Sportsmanship Expectations

Take part in cheers and **applaud** good performances. **Work cooperatively** with contest officials and supervisors in maintaining a positive, educational setting. Refrain from booing or making negative comments about officials or participants. **Show mutual respect** for each other, public property, the safety of everyone involved, and the rules of the contest and schools. **Enjoy the competition** and the efforts of everyone involved in the contest. **Those not recognizing our expectations will be asked to leave.** Please be a good sport, follow our requests, and enjoy the event.

GIRLS' SPORTS & ACTIVITIES (9-12)

FALL SEASON

Cross Country
Soccer
Swim and Dive
Tennis
Volleyball

Head Coach

Mary Nelson
Elizabeth Vetter
Greg Summers
Ryan Frederickson/ Paul Williams
Dan Blasl

TEAM & INDIVIDUAL CO-CURRICULARS

GIRLS' SPORTS (9-12)

Head Coach

WINTER SEASON

Basketball	Anthony Jackson
Gymnastics	Sam Gertner
Hockey (Ice)	Amber Prange
Skiing (Alpine)	Jon Andersen
Adaptive Floor Hockey	Dylan Boettcher

SPRING SEASON

Adaptive Bowling	Linda Felsheim
Golf	Josh Engel
Lacrosse	Sean Sletten
Softball	Joe Madson
Track and Field	Joy Visto

BOYS' SPORTS (9-12)

Head Coach

FALL SEASON

Cross Country	Chris Ward
Football	Eric Davis
Soccer	Jerrad Aspelund

WINTER SEASON

Basketball	Joe Madson
Hockey (Ice)	Adam Fries
Skiing (Alpine)	Jon Andersen
Swim and Dive	Dave Burgess
Wrestling	Jon Dierks
Adaptive Floor Hockey	Dylan Boettcher

SPRING SEASON

Adaptive Bowling	Linda Felsheim
Baseball	Micah Degner
Golf	Nate Fuller
Lacrosse	Jamie Kunst
Tennis	Darwin Silva
Track and Field	Nick Yenser

FINE ARTS & ACTIVITIES (9-12) **ADVISOR**

Chamber Singers	Andrea Brinkman
Dance Company	Nancy Kowalski
Debate	Emily Dauk/Mel Schmidt
Drama Productions	TBD
Jazz Band	Eric Zimmerman
Knowledge Bowl	Steve Baxa
Math League	Jennifer Floren
Speech	Jennelle Zarn
Lancers (Marching Band)	Brady Krusemark

CLUBS & ORGANIZATIONS

ADVISOR

Astronomy/Science Club	Dave Burgess
DECA	James Blahnik
Drama Club	Amber Waibel
HOSA	Greg & Sarah Summers
Key Club	TBD
Link Crew	Joy Visto
National Honor Society	Heather Krause
Project for Teens	Nate Fuller
Student Council	Mary Nelson
VEX Robotics	Michele Machado
Visual Arts	Lorrie Schroeder
Yearbook	Susan Johnson
SHINE Club	Kristi VanOtterloo/Brittany Galetka
FFA	Ethan Dado
GSA	Josh Harris
Hope Squad	Emma Noren/Brittany Galetka

TEAM & INDIVIDUAL CO-CURRICULARS

10. ELIGIBILITY AND TRAINING RULES

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the administration.

As a member of the Minnesota State High School League, Mankato East High School and the students who represent Mankato East are governed by all eligibility and training rules as prescribed in the official Handbook. These regulations are for all student athletes in the junior and senior high schools. Athletes are expected to abide by all school and athletic attendance and behavior guidelines. Athletes will be removed from activities due to behavior unbecoming of an athlete or violation of the student code of responsibility. This action will be reviewed by the coach, activities director and building principal.

11. 539 ELIGIBILITY AND TRAINING RULES

PURPOSE

As member schools of the Minnesota State High School League (MSHSL), Mankato East High School and Mankato West High School and the students who represent these schools are governed by eligibility and training rules in all league sponsored activities. It is the policy of District 77 to extend MSHSL eligibility and training rules to all 7-12 students participating in any District sponsored activity including students attending school at Dakota Meadows Middle School and Prairie Winds Middle School.

GENERAL STATEMENT OF POLICY

A. Category of Activities:

Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests exclusive of League-sponsored tournaments:

- Athletic Activities: as listed in 501.00
- Fine Arts Activities:
 - Debate
 - Speech activities, including One-Act Play, when a school schedules a season of interscholastic contests.

Category II Activities: Those League-sponsored and District 77 activities in which a member school does not have a schedule of interscholastic contests exclusive of League-sponsored tournaments:

- Fine Arts Activities:
 - Speech activities, including One-Act Play
 - Music activities (Solo Ensemble and / or Large Group Competitions)

TEAM & INDIVIDUAL CO-CURRICULARS

Category II Activities Continued: Those League-sponsored and District 77 activities in which a member school does not have a schedule of interscholastic contests exclusive of League-sponsored tournaments:

- District 77 Activities
 - Dance Company
 - DECA
 - Knowledge Bowl
 - Math League
 - Drama Production
 - Chamber Singers/ Chamber Orchestra/ Jazz Band/ West Connection

Category III Activities: Student Council, Key Club, East Ambassadors, Scarlet Ambassadors, Grade 7-8 Peer Helper, Science Club, Diversity Club, Astronomy Club, Super Mileage, SADD, Yearbook, Peer Leadership, Link Leaders, Art Club, Drama Club, other school sponsored clubs/activities.

Category IV Activities: Homecoming/Snow Week Royalty and National Honor Society

B. Mood-Altering Chemicals for Categories of Activities as Outlined Above

1. A student shall not at any time, regardless of the quantity:

- use or consume, have in possession a beverage containing alcohol;
- use or consume, have in possession tobacco; or,
- use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
- use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.

“Tobacco products” means; any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product,

- use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

TEAM & INDIVIDUAL CO-CURRICULARS

Mood-Altering Chemicals Continued

2. Category I Penalties:

a) First Violation:

After confirmation of the first violation, the student shall lose eligibility for the next TWO (2) CONSECUTIVE INTERSCHOLASTIC CONTESTS **OR 14 CALENDAR DAYS OF A SEASON, WHICHEVER IS GREATER**. During the period of ineligibility the student will meet with his/her counselor for a pre-assessment interview consistent with the District 77 Student Assistance Policy. No exception is permitted for a student who becomes a participant in a treatment program. The student shall participate in practice sessions during the period of ineligibility. If the entire penalty is not completed in a season, then the remaining portion must be completed in the next season of competition. Parents will be informed of the action taken by school personnel.

b) Second Violation:

After confirmation of the second violation, the participating student shall lose eligibility for the next SIX (6) CONSECUTIVE INTERSCHOLASTIC CONTESTS **OR 21 CALENDAR DAYS WHICHEVER IS GREATER**. No exception is permitted for a student who becomes a participant in a treatment program. Before being declared eligible following suspension for the second violation, the student shall show evidence in writing that he/she has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist. The student shall participate in practice sessions during the period of ineligibility. If the entire penalty is not completed in a season, then the remaining portion must be completed in the next season of competition. Parents will be informed of the action taken by school personnel.

c) Third Violation:

After confirmation of the third or subsequent violations, the participating student shall lose eligibility for the next TWELVE (12) CONSECUTIVE INTERSCHOLASTIC CONTESTS **OR 28 CALENDAR DAYS, WHICHEVER IS GREATER**. Before being declared eligible following suspension for the third or subsequent violations, the student shall show evidence in writing that he/she has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist. The student shall participate in practice sessions during the period of ineligibility. If the entire penalty is not completed in a season, then the remaining portion must be completed in the next season of competition.

If after the third or subsequent violations, the student voluntarily becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. Parents will be informed of the action taken by school personnel.

TEAM & INDIVIDUAL CO-CURRICULARS

Mood-Altering Chemicals Continued

2. Category I Penalties Continued:

- d) The period of ineligibility shall begin on the day of the confirmation of a violation by a principal or athletic director.
- e) Penalties shall be cumulative beginning with the student's first participation on a 7-12 team or activity and shall continue throughout the student's secondary school career.
- f) Denial Disqualification: A student shall be disqualified from all interscholastic athletics 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.

3. Category II Penalties:

- a) First Violation: The penalty for the first violation is ineligibility for participation in the next officially scheduled public performance or competition (Orchesis/Dance Company would miss the next performance in which admission is charged.) The student will also meet with his/her counselor for a pre-assessment interview consistent with the District 77 Student Assistance Policy. No exception is permitted for a student who becomes a participant in a treatment program.
- b) Second and Subsequent Violations: The penalty for a second and subsequent violation is ineligibility for participation in the next two officially scheduled public performances or competitions (Orchesis/Dance Company would miss the next two performances in which admission is charged). Before being re-admitted to activities following suspension for the second and subsequent violations, the student shall show evidence in writing that he/she has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist or psychologist. Parents will be informed of the action taken by school personnel. Penalties shall be cumulative beginning with and throughout the student's participation in an activity.

4. Category III Penalties:

- a) First Violation: The penalty for the first violation is eight (8) hours alternative service, determined by the advisor and an administrator.
- b) Second and Subsequent Violations: The penalty for a second and subsequent violation is twelve (12) hours alternative service, determined by the advisor and an administrator. Any subsequent violations will result in the loss of membership for the remainder of the academic year. Penalty will not apply if it is a curricular class.

TEAM & INDIVIDUAL CO-CURRICULARS

Mood-Altering Chemicals Continued

Category III Penalties Continued:

c) Students who represent the school district in non-State High School League extracurricular activities are governed by the rules of conduct stated in sections A, B, and C of this policy. Penalties shall be cumulative beginning with the student's first participation with a 7-12 organization or activity and shall continue throughout the student's secondary school career. A student who violates eligibility rules loses all leadership positions held at the time that the violation occurs.

5. Category IV Penalties:

a) The student will lose the nomination or membership if the violation occurs once a member is nominated or selected. If the student has not completely served a penalty for a previous violation, the student will not be considered for nomination or membership.

B. Sexual, Racial, Religious Harassment and Hazing Violations

Rule: A student shall not violate the sexual, racial, Religious violence or hazing bylaws of the Minnesota State High School League and District 77. This rule applies year-round.

1. Penalties for Category I Activities:

a) Sexual, Racial, Religious Harassment and Hazing Violations: **Same as chemical violations for Category 1** (see above by category of activity).

b) Sexual, Racial, Religious Violence and/or Hazing Violations; After determination of the violation of the Sexual, Racial, Religious Violence and/or Hazing rules the **student shall lose eligibility for the next 12 calendar months.**

Penalties for Sexual, Racial, Religious Violence and/or Hazing Violations shall be cumulative beginning with the student's first participation with 7-12 organization or activity and shall continue throughout the student's secondary school career.

TEAM & INDIVIDUAL CO-CURRICULARS

Sexual, Racial, Religious Harassment and Hazing Violations Continued

Rule: A student shall not violate the sexual, racial, Religious violence or hazing bylaws of the Minnesota State High School League and District 77. This rule applies year-round.

2. Penalties for Category II Activities:

a) Sexual, Racial, Religious Harassment and Hazing Violations: **Same as chemical violations for Category II** (see above by category of activity).

b) Sexual, Racial, Religious Violence and/or Hazing Violations:: After determination of the violation of the Sexual, Racial, Religious Violence and/or Hazing rules the **student shall lose eligibility for the next 12 calendar months.**

Penalties for Sexual, Racial, Religious Violence and/or Hazing Violations shall be cumulative beginning with the student's first participation with a 7-12 organization or activity and shall continue throughout the student's secondary school career.

3. Penalties for Category III Activities:

a) Sexual, Racial, Religious Harassment and Hazing Violations: **Same as chemical violations for Category III** (see above by category of activity).

b) Sexual , Racial, Religious Violence and/or Hazing Violations: After determination of the violation of the Sexual, Racial, Religious Violence and/ or Hazing rules the **student shall lose eligibility for the next 12 calendar months.**

Penalties for Sexual, Racial, Religious Violence and/or Hazing Violations shall be cumulative beginning with the student's first participation with a 7-12 organization or activity and shall continue throughout the student's secondary school career.

4. Penalties for Category IV Activities:

a) The student will lose the nomination or membership if the violation occurs once a member is nominated or selected. If the student has not completely served a penalty for a previous violation, the student will not be considered for nomination of membership.

TEAM & INDIVIDUAL CO-CURRICULARS

C. Scholarship (Academic Progress)

Students must be making satisfactory progress toward the school's requirements for graduation. The rule is interpreted for Category I, II as follows: A student loses eligibility when it is determined he/she is not going to graduate four years after entering ninth grade because of credit deficiencies. In addition, each secondary school may develop additional guidelines relating to scholarship.

D. Student Code of Responsibilities

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the rights and property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Penalty:

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local School Board. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for the first violation. When a student receives a penalty or suspension for a violation of school code of conduct policies or a violation of MSHSL bylaw 206-Good Standing, the student and their parent or guardian shall have the opportunity to have a review of the penalty or suspension by the high school principal or designee.

Legal References: None

Cross References: Minnesota State High School League ByLaws 108.00 (Scholastic Eligibility), 205.00 (Chemical Eligibility), 209.00 (Sexual/Racial/Religious Harassment/Contact and Hazing in League-Sponsored Athletic and Fine Arts Activities), 206.00(Good Standing and General Eligibility Requirements), District 77 Policies 510 (School Extra-Curricular Activities, Co-Curricular Activities, and Student Organizations), 540 (Hazing Prohibition), 542 (Bullying Prohibition Policy)

TEAM & INDIVIDUAL CO-CURRICULARS

12. NATIONAL HONOR SOCIETY

The National Honor Society exists to foster and recognize student scholarship, leadership, service and character. Membership is open to students who have achieved a cumulative grade point average of 3.5 or higher by the eleventh grade. Students must also demonstrate a history of service to others as well as leadership in their school and community. A faculty council makes the final selection after a review of the applications submitted by qualifying students.

13. RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE

District 77 and the Minnesota State High School League have a Sexual Harassment and Sexual Violence Policy as stated in this handbook. Penalties for violations of these policies are the same as for mood-altering chemical use violations.

14. TITLE IX POLICY

It is the policy of Independent School District No. 77 not to discriminate on the basis of race, color, religion, national origin, sex, marital status, status with regard to public assistance, or disability in its educational program, activities, or employment policies, as required by Title I X of the 1972 Education Amendments and Minnesota Statute 363.03. Inquiries may be directed to Mr. John Lustig, phone 387-1868, District Director of Office of Civil Rights.

15. TRANSFERS AND RESIDENCE DOMESTIC STUDENTS

A transfer student is eligible for varsity competition provided the student was in Good Standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.

- A transfer student is eligible for varsity competition if:
 - 9th Grade Option: the student is enrolling in 9th grade for the first time.
 - Family Residence Change: the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student's parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student's parents establish a new family residence.

TEAM & INDIVIDUAL CO-CURRICULARS

TRANSFERS AND RESIDENCE DOMESTIC STUDENTS Continued

OR

- If the **parents move from one public school district attendance area to another public school district** attendance area, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the academic school year. If the student elects either of the current enrollment options above, the student will be fully eligible upon transfer to the new school in the public school district attendance area where the student's parents reside or a non-public school.
 - A student who elects not to transfer upon a parent's change in residence shall continue to be eligible at the school in which the student is currently enrolled.
- **Court Ordered Residence Change for Child Protection:** The student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
- **Divorced Parents:** A student of divorced parents who have joint legal physical custody of the student may as indicated in the divorce decree, who moves from one custodial parent to the other custodial parent and be fully eligible at the time of the move:
 - At the public school in the new public school attendance area as determined by the district school board where the new residence is located; or
 - At the non-public school.
 - The student may utilize this provision only one time during grades 9-12 inclusive. The new residence cannot be located in the same public school attendance area as the previous residence.
 - The parents must provide proof of joint legal physical custody as identified in the parents' divorce decree to the activity director in the school the student attends.
- **Move From Out of State:** If a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in MN.

TEAM & INDIVIDUAL CO-CURRICULARS

TRANSFERS AND RESIDENCE DOMESTIC STUDENTS Continued

If none of the provisions in the section above are met, the student is ineligible for varsity competition for a period of one(1) calendar year beginning with the first day of attendance at the new school.

- Students are immediately eligible for competition at the non-varsity level.
- A student may not obtain eligibility as a result of a transfer. If at the time of the transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
- Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Section (2) (above), the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student while serving a one-year transfer suspension transfers to another school and none of the provisions of Section B (above) are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.
- **Enrollment Options Program:** A student who transfers from one MSHSL member school to another MSHSL member school utilizing Minnesota Statute 124D.03 Enrollment Options Program, and who transfers without a corresponding change of residence by the student's parents shall select one of the participation options identified below.
 - Please note: The participation option is binding for one calendar year. For example, a student may not switch between the current and former school from season to season.
 - Retain full eligibility for varsity competition for one (1) calendar school where the student was enrolled prior to the transfer after which time the student the student shall become fully eligible at the school to which the student has transferred; or
 - Be eligible only at the non-varsity level in the school to which the student has transferred for one (1) calendar year.
 - Participation is defined as practice, training, scrimmaging, tryouts and conditioning.

TEAM & INDIVIDUAL CO-CURRICULARS

TRANSFERS AND RESIDENCE DOMESTIC STUDENTS Continue

- **A student who transfers from one MSHSL member school to another MSHSL member school is ineligible for varsity competition for fifteen (15) calendar days from the first day the student attends practice in the fall or attends classes in the new school for the first time.**
 - Upon transfer, the student will be ineligible at the former school and may practice at the new school but may not compete in any varsity activity at the new school.
 - The student will retain full eligibility at the former school if the student chooses to return to the former school during the fifteen (15) calendar day period.
 - If the student remains at the new school, following the fifteen (15) calendar day period, the students will become eligible at the varsity level only when the student has fully met all of the transfer criteria and has been deemed to be eligible both by the new school and the League office.
 - If any of the transfer criteria has not been met, the student will be ineligible for varsity competition at the new school and must then choose between varsity eligibility at the former school or JV eligibility at the new school.
 - The student may elect to decline the 15 day window to become eligible to compete at the varsity level at the Receiving School once the school administration determines the student has met all of the varsity participation eligibility criteria.
 - A student may utilize this provision one time per 365 calendar day period.
- **Fine Arts:** Transfer students do not have to serve a transfer suspension for participation in Fine Arts programs.
- **Due Process:** The Minnesota State High School League Board of Directors has established a due process procedure for a student or parent who believes the bylaws of the League have been misinterpreted by the student's school administrator(s) who are charged by the school to determine the student's eligibility. A student who represents the student's school in competition between member schools at the varsity, junior varsity or sophomore B-squad level must be fully eligible to do so, and the student or the student's parents who wish to contest a school's failure to certify the eligibility of a student may do so as identified in the Transfer Eligibility Appeal Procedure found on page 25 of the most current League Official Handbook.

Have a great year!



Mankato East High School
Student Handbook 2023-2024

National Suicide Hotline: 988