

Minneota High School

Student Handbook

2024-2025



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504 N. Monroe
Minneota, MN 56264
<https://www.minneotaschools.org/>

The school district believes that a fair and equitable district-wide school policy contributes to the quality of a student's whole life educational experience. Therefore, this district-wide school student handbook has been adopted as school policy. All school district policies affecting students are on the school district website.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel, who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

Academic Dishonesty

Cheating and plagiarism in any form are prohibited, (i.e. copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments or projects, or online technology to create work) and will result in a consequence. Students who cheat or commit plagiarism will be disciplined in accordance with the school district's "Student Discipline" policy. For the full policy, please refer to [ISD #414 School Board Policy 605](#). The student may also be subject to a MSHSL Code of Conduct violation.

Academic Eligibility

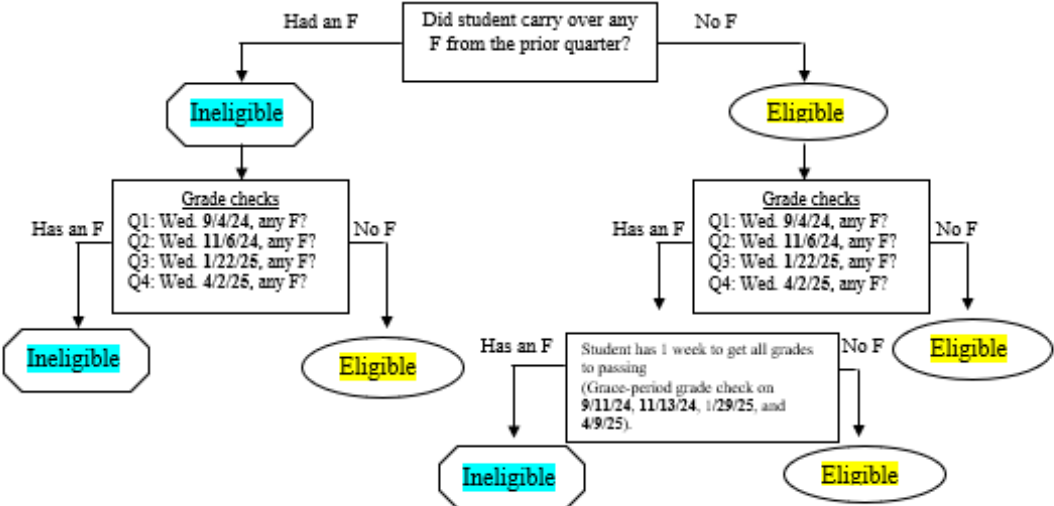
For full policy, please refer to [ISD #414 School Board Policy 641](#). This policy is meant to consistently track students and their academic progress. This policy will provide checkpoints approximately every three weeks for our students and will enable support systems to help students in a quicker fashion. This policy will feature improved teacher/student communication, teacher/parent communication, school district/parent communication, and school district/coach/adviser communication.

Academic Grade Check Schedule

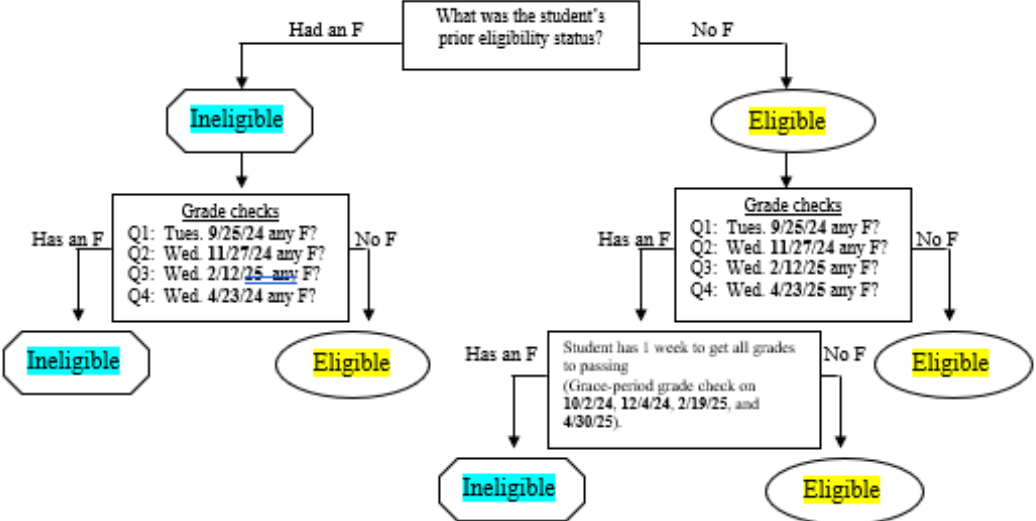
The following schedule will be followed for the implementation of grade checks.

Minneota High School Academic Eligibility Procedure 2024-2025

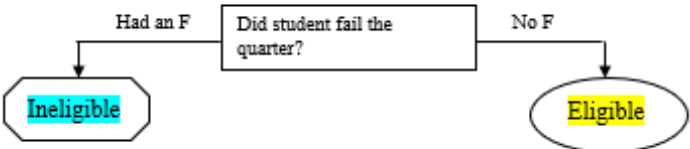
*Academic Eligibility verification procedure to use for the beginning of a Quarter until week 3 of a Quarter.



*Academic Eligibility verification procedure to use for week 6 of a quarter.



*Academic Eligibility verification procedure to use for the end of the Quarter.



Students with disabilities will not be discriminated against. All IEP's are to be followed by the teachers/district

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the high school office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Attendance

For full policy, please refer to [ISD #414 School Board Policy 503](#).

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability important to the student's future. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

Please note: Parents may excuse their child up to 10 times per semester. After that a doctor's note is required for excused absences.

Except when escorted by a staff member, any student leaving the building during class time must SIGN OUT in the office and SIGN IN upon return.

Teachers may not send students home or on errands which will take them out of the school building. All such requests are approved by the principal or her designee.

Excused Absences / Tardies

- To be considered an excused absence, the student's parent or legal guardian will be asked to verify, in writing or by phone, the reason for the student's absence from school. Any anticipated absence from school requires written or verbal notice from the parent/guardian on the day of the absence or prior to the day of absence. Parents are to call the high school secretary (507-872-6175) extension 1100 by 8:30am. An e-mail, and/or voicemail are also an acceptable form of communication. A note from a physician

or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- The following reasons shall be sufficient to constitute excused absences:
 - Illness, injury, or hospitalization of the student.
 - Serious illness in the student's immediate family.
 - A death or funeral in the student's immediate family or of a close friend or relative.
 - Medical, dental, or orthodontic treatment, or a counseling appointment, (not haircuts, tanning, etc) which cannot be scheduled outside of school hours.
 - Court appearances occasioned by family or personal action.
 - Religious holidays. Religious instruction not to exceed three hours in any week.
 - Physical emergency conditions such as fire, flood, storm, etc. Conditions beyond the students' control (not missing the bus, oversleeping, or ride being late)
 - Official school field trip or other school-sponsored outing.
 - Removal of a student pursuant to a suspension. Out-of-School-Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - Family emergencies.
 - Active duty in any military branch of the United States.
 - A student's condition that requires ongoing treatment for a mental health diagnosis.
 - Students may use a maximum of four days per year to work at home. These four days are a part of your ten days total per semester excused.
 - Family trips taken with a parent if the principal or other administrator has approved the trip in advance. A maximum of five days in one semester, not to exceed ten days per school year, will be excused. At the principal's discretion, an absence for a family trip which exceeds five days can be counted as excused or unexcused.
 - Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
 - Any pre-approved absence which, in the principal's opinion, will provide educational value to the student. (example 4H, FFA state fair) Approval must be obtained from the principal prior to the absence.

- Consequences of Excused Absences
 - Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
 - In order to make up work following an excused absence, students are allowed one day for each day missed, plus one additional day. Example, if you miss two

consecutive days, you have three days to make up the work. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused Absences / Tardies

- The following are examples of absences which will not be excused:
 - Truancy. An absence by a student which was not approved by the parent and/or the school district.
 - Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
 - Work at home (except as described above).
 - Work at a business, except under a school-sponsored work release program.
 - Any other absence not included under the attendance procedures set out in this policy.
- Consequences of Unexcused Absences
 - Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
 - Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
 - Students with unexcused absences shall be subject to discipline. Please refer to the discipline matrix for more information.

Asbestos Management Plan

Minnesota Public Schools has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. to 3:00 p.m. in the District Office. Copies of the management plan are available from the District for nominal cost.

As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. A comprehensive inspection is conducted every three years. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. The remaining asbestos in the district buildings will remain unless its condition deteriorates or it becomes necessary due to renovation. Minnesota Public Schools also contracts with the Southwest/West Central Service

Cooperative and IEA to provide environmental consulting services. If you have any questions or concerns, please address them with Les Engler, Director of Buildings and Grounds.

Attendance-Participation in Extracurricular Activities

- This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- If a student is suspended from any class, he or she may not participate in any activity or program that day.
- In order for a student to participate in a practice or event, he/she must be signed in by 10:00am if absent due to illness. Any student who leaves school ill after 10:00am for any length of time is unable to participate in practices or events. Exceptions will include dental/medical/legal appointments, family emergencies, funerals, religious events and/or school-related activities. All appointments must be accompanied by communication (note, phone call, e-mail) from a parent per standard district procedure. Any other exceptions must be approved by the Activities Director or High School Principal.

Attendance-Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. It is a student's basic responsibility to get to school and class on time.

Students tardy at the start of school must report to the school office for an admission slip.

Tardiness between periods will be handled by the teacher and tracked through JMC Period Attendance. Parents can monitor via Parent Portal.

Please refer to the discipline matrix for consequences regarding tardies.

Backpacks

No backpacks, satchels, or bags of any kind will be allowed to be carried during the school day. Bags must be kept in the student's locker. Students should obtain any study materials for classes before school or during passing times.

Building and Grounds

Students will be permitted in the school building before and after school or at night if he/she is actively participating in a school activity.

The appearance of the buildings and grounds reflects the character of the people within the building. Please help us to maintain a clean, bright, and cheerful appearance.

No student or adult is allowed in the building unless under the direct supervision of a faculty member or coach/advisor. The supervising faculty member or coach/advisor shall be the first to arrive and the last to leave the building.

Bullying Prohibition Policy

For full policy, please refer to [ISD #414 School Board Policy 514](#).

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 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.

An act of bullying, by either an individual student or a group of students, is expressly prohibited

1. on school premises, at school functions or activities, on school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

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. This policy also applies to sexual exploitation.

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs is prohibited.

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

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

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

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

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. The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found below and on the school district's website at <https://www.minneotaschools.org>.

Minneota Public Schools 2024-2025 School Calendar																																
Approved by the School Board on February 20, 2024																																
July 2024														January 2025																		
S	M	T	W	T	F	S								S	M	T	W	T	F	S												
1	2	3	4	5	6	7	4 Independence Day							5	6	7	8	9	10	11	1 New Year's Day - No School											
8	9	10	11	12	13	14								12	13	14	15	16	17	18	2-3 Winter Break											
15	16	17	18	19	20	21								19	20	21	22	23	24	25	3 Teacher Workday - No School											
22	23	24	25	26	27	28								26	27	28	29	30	31		6 School Resumes											
29	30	31															20	MRVED MELT - No School														
August 2024														February 2025																		
S	M	T	W	T	F	S	12 Workshop Day (All Staff)							S	M	T	W	T	F	S												
1	2	3	4	5	6	7	13 Workshop Day (Licensed Staff)							1																		
8	9	10	11	12	13	14	Staff Workday							2	3	4	5	6	7	8												
15	16	17	18	19	20	21	14 MRVED Paraprofessional Conference							9	10	11	12	13	14	15	14 No School											
22	23	24	25	26	27	28	K-12 Open House (5:00 - 7:00 pm)							16	17	18	19	20	21	22	17 President's Day - No School											
29	30	31															23	24	25	26	27	28										
September 2024														March 2025																		
S	M	T	W	T	F	S								S	M	T	W	T	F	S												
1	2	3	4	5	6	7	2 Labor Day - No School							1																		
8	9	10	11	12	13	14								2	3	4	5	6	7	8	14 Dismiss at 12:15 pm - Work Time											
15	16	17	18	19	20	21								9	10	11	12	13	14	15	End of 3rd Quarter											
22	23	24	25	26	27	28								16	17	18	19	20	21	22	20 Early Dismissal - 1:12 pm											
29	30															23	24	25	26	27	28	29	20 P-T Conferences - 1:30-8:00 pm									
October 2024														April 2025																		
S	M	T	W	T	F	S								S	M	T	W	T	F	S												
1	2	3	4	5	6	7	15 End of 1st Quarter							1	2	3	4	5	6	7												
8	9	10	11	12	13	14	Dismissal at 12:15 pm - Work Time							6	7	8	9	10	11	12	17 MRVED JSD - No School											
15	16	17	18	19	20	21	16 MRVED JSD - No School							13	14	15	16	17	18	19	18 No School											
22	23	24	25	26	27	28	17 EM Conference - No School							20	21	22	23	24	25	26	21 No School											
29	30	31															27	28	29	30												
November 2024														May 2025																		
S	M	T	W	T	F	S								S	M	T	W	T	F	S	17 Graduation											
1	2															1	2	3	Last Student Day													
3	4	5	6	7	8	9	4 Parent-Teacher Conferences (K-12)							4	5	6	7	8	9	10	20 Dismiss at 12:15 pm											
10	11	12	13	14	15	16	1:30 - 8:00 pm							11	12	13	14	15	16	17	End of 4th Quarter/2nd Semester											
17	18	19	20	21	22	23	28 Thanksgiving Break - No School							18	19	20	21	22	23	24	21 Staff Workday											
24	25	26	27	28	29	30	29							25	26	27	28	29	30	31	26 Memorial Day											
December 2024														June 2025																		
S	M	T	W	T	F	S								S	M	T	W	T	F	S												
1	2	3	4	5	6	7								1	2	3	4	5	6	7												
8	9	10	11	12	13	14	20 End of 2nd Quarter/1st Semester							8	9	10	11	12	13	14												
15	16	17	18	19	20	21	23 Winter Break - No School							15	16	17	18	19	20	21	19 Juneteenth											
22	23	24	25	26	27	28	31							22	23	24	25	26	27	28												
29	30	31															29	30														
Quarter #1 = 41 days							Potential Snow/Weather Make-Up Days							Quarter #3 = 47 days																		
Quarter #2 = 43 days							January 3, February 14 & 17, March 21, April 21, and End of the Year							Quarter #4 = 43 days																		

Cell Phones/Electronic Devices/Office Phones

Cell Phones and other personal communication and electronic devices will be allowed before school, during lunch, after school, and between classes. Students are not allowed to use these devices during the time that class is in session. Such items include, but are not limited to, cell phones and smart devices. It is the expectation of the school that students place their cell phones in a designated location within the classroom that has been determined by the classroom teacher. If a student is caught using their phone or smartwatch in class or it goes off (in their pocket) causing a distraction and they haven't turned their phone into the designated area, it will be confiscated and turned into the office. The principal will be issuing detention and will keep the

phone until the end of the day. These consequences never come into play if a student turns their phone in at the beginning of the hour.

- The office phone should only be used for emergency calls.
- Cell phones are not allowed to be used in the locker rooms or changing areas!
- The unauthorized taking of pictures or video of students, faculty, and/or adult staff is strictly prohibited.
- Earbuds/headphones are not allowed during passing time, lunch, or school assemblies.
- No cell phones, headphones/earbuds, or electronic devices may be used during class without the teacher's permission. Teachers may confiscate such devices being used inappropriately and turn them in to the principal.

Changing Schedules

Students need to make an appointment with the counselor to request a change in their class schedule. Any student who wishes to change classes must do so within four days after the start of each semester. Students will not be allowed to drop a class after the deadline, unless approved by the high school principal. **PSEO (all college-credit bearing classes) students who drop a class after the deadline will receive an "F" on their high school transcript for that class.** Part-time PSEO or students who are enrolled in online classes have a right to be in the building and will be assigned to a study hall and be expected to adhere to all school rules/policies.

Counseling and Guidance

Colleges, technical, and private school representatives visit with Seniors and Juniors on a continuing basis during the school year. Also available are representatives from the Armed Services which include the Army, Navy, Air Force, Marines, and Minnesota National Guard. Students must check announcements and communicate with the counselor to get a pass.

Starting in October, the college-oriented testing programs begin and continue during the year. Tests include the Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test (PSAT/NMSQT), the Armed Services Vocational Aptitude Battery (ASVAB), and the American College Testing Program (ACT) for Junior students.

Immediately in the fall, Seniors should begin applying for colleges and technical schools as well as looking into scholarships. There will be financial aid meetings for Seniors and their parents. In January/February, Seniors may begin applying for the local Dollars for Scholars program.

Students in Grades 9-12 will meet with the counselor during the school year to discuss graduation requirements, career choices, and post-secondary plans.

Students are encouraged to visit with the counselor or principal about graduation requirements, career choices, class schedules, as well as personal issues.

The counselor and high school principal can also help students when referrals are necessary for Health and Community Services, Social Services, Vocational Rehabilitation, Speech Therapy, post-high school educational and occupational information.

Decorations & Posters

A building principal must approve all posters and decorations for the hallway.

Detention

Detention is held in the conference room every Thursday from 3:15 PM-4:00 PM.

Disciplinary Action

Disciplinary Action may include, but is not limited to:

- Meeting with the teacher, counselor, or principal;
- Detention;
- Loss of school privileges;
- Loss of extra-curricular and co-curricular participation (MSHSL and District Policy);
- Parental conference with school staff;
- Modified school programs;
- Removal from class;
- In-school suspension
- Out-of-School Suspension - prohibiting a student from attending school for a period of no more than ten school days. If a suspension is longer than five days, the principal will provide the superintendent with a reason for the longer suspension. When a student has out-of-school suspension, the student is not eligible to attend or participate in any school activities or be on school grounds.
- Exclusion;
- Expulsion;
- Referral to proper legal authorities;
- Restitution for damages incurred;

In addition, violation of a school rule, policy, or code of conduct may result in loss of extra-curricular and co-curricular participation (MSHSL and District Policy)

Dress Code

[ISD #414 School Board Policy 504](#)

I. PURPOSE

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 community standards.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). School Administration is responsible for enforcing this policy.
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom)
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is deemed inappropriate. Jeans with inappropriate tears, cuts or holes.
 - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry 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 Minnesota Public Schools Policy 413.
 - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations). Students are not allowed to wear a hood during the school day.

- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such a recommendation to the administration for approval.

Drills

Fire, Tornado, and Active Shooter drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and goes to designated areas by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy.

eLearning

eLearning plan can be found on the district website at <https://www.minneotaschools.org/domain/181>.

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Extracurricular Activities Guidelines

The eligibility rules of the Minnesota State High School League and those of the Board of Education will apply to all extra-curricular activities at Minneota Junior and Senior High School. Students are directed to the pamphlet titled "Rules and Regulations Pertaining to Minneota High School Student Activities."

Extra-Curricular Activities

Your high school includes many groups aside from regular classroom activities in which you may participate. You are urged to take part in some of them. These activities broaden your interests and help you to develop many extra skills. Some of the activities are as follows:

Music	Robotics	Student Council	Speech
Drama	Knowledge Bowl	FCCLA	FFA
Trap Shooting	Athletics	NHS	Dance Team

Extracurricular Events- Student Behavior at Home or Away Events

Students attending events at Minneota High School, who in the opinion of the supervisory staff are creating a problem or involved with a group causing a problem, will be either ejected from the event or in the case of young children, elementary through ninth grade, attending a football contest or home event at the High School, the parents will be notified through either the crowd's nest or scorer's table to come and get them. If their parents are not there, they will be ejected from the event. Students in grades 10-12 will be automatically ejected from the contest. Parents, in both cases, will be further notified by letter as to the incident along with a period of time their son or daughter will not be allowed to attend home events or ride buses to away events.

Students attending an away event who are involved in inappropriate behavior will be denied the privilege of riding fan buses to future away contests for a period of time to be determined by the administration. Behavior involving alcohol and/or drugs will be dealt with according to policy.

Fees

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.

- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district’s educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
 - Use of musical instruments owned or rented by the school district.
 - A school district-sponsored driver or motorcycle education training course.
 - Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school principal, Heather Anderson at heather.anderson@minneotaschools.org.

Fundraising

The raising of money for any cause without prior approval or consent of the building principal is not allowed. Final approval for fundraising will be determined by the Minneota School Board.

Graduation Policy- Minneota High School

A. MINNEOTA HIGH SCHOOL GRADUATION REQUIREMENTS

For full policy, please refer to [ISD #414 Policy 613](#)

**** In order to participate in Commencement and receive a Minneota Public High School diploma, students are required to successfully complete all current high school courses, tests, and credits according to district and state requirements.***

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Minneota Public School. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Parents may opt out of the statewide assessments for their student(s) by completing the [Parent Refusal](#) form and returning it to the school district office.

1. Course Credits Required

To receive a diploma, students must successfully complete at least 23 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.
Social Studies	4	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	2	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Personal Finance	.5	
P.E./Health	1.5	
Elective Courses	5	

2. Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

3. School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- School District Standards Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12)

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption.

In order to participate in commencement, students must have met all district and state credits and requirements for graduation and have a signed diploma. Foreign exchange students, classified as seniors, as guests of the school, may also participate in commencement if they have passed all classes for their year of residence; however, they will receive a Certificate of Attendance.

B. POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Eligible juniors (top 33%) and seniors (top 50%) at Minneota High School may enroll in a Minnesota postsecondary college on a full or part-time basis. The intent of the program is to promote rigorous educational pursuits and provide a wider variety of options for students while they earn college credit. PSEO students must be responsible, self-starting, mature and independent. The interested students and their parents are strongly encouraged to attend a PSEO informational meeting that will be held in the spring. According to MN state statute, students must inform their high school of PSEO plans by May 30 for the following year.

C. ONLINE CLASSES

The combination of online and traditional classes can never exceed 3 credits per semester or more than 50 percent online. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for payment of any tuition or course fees by the student. Online agreements can be made on an individual basis with

the School Counselor. Students choosing to take supplemental online courses through an outside provider can leave the MHS campus during their designated time. MHS schedules cannot be arranged to accommodate online courses to a specific period. Students taking an online class through an outside provider are responsible for registration, seeking technical and academic support, and communication of progress and final grades.

D. SPECIAL EDUCATION

Students enrolled in a Special Needs Program who have successfully completed all the requirements set forth in their I.E.P.'s and who have met all the other requirements set forth shall be granted a diploma.

E. CLASS RANK

Students must complete a minimum of 6 credits at Minneota High School in order to be included in the class rank. The principal and school counselor approve exceptions.

F. OPEN ENROLLMENT

Minneota Public Schools follows Minnesota state statutes for open enrollment options

Hazing Prohibition

For full policy, please refer to [ISD #414 School Board Policy 526](#).

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

Honor Students

Graduates with an average G.P.A between 3.67 - 4.0 will graduate with distinctive honors while graduates with a G.P.A. between 3.5-3.66 will graduate with honors.

Valedictorian and Salutatorian will be recognized at graduation.

Class rankings will be based on students' cumulative performance for eight semesters, grades 9-12.

Internet Acceptable Use and Safety Policy

For full policy, please refer to [ISD #414 School Board Policy 524](#).

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

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

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

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

Lead in Drinking Water Plan

For full policy, please refer to [ISD #414 School Board Policy 820](#).

Minneota Public Schools have historically conducted - and continues to conduct - Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Minneota Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as with Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) expectations. For more information on

Minneota Public Schools lead reduction program and testing results, please contact Les Engler at 507-872-6532 ext. 1157

Lost and Found

All articles found by students or staff will be placed in the lost in found. Students and staff are encouraged to report any lost items to the main office. If articles are not accounted for, they will be brought to a local thirst store at the end of each semester.

Lunch

Our campus is considered closed during the lunch times. Students may not leave campus without prior approval from the principal. Students can still come and go from school for appointments in the ordinary fashion by having parents call the school or bringing a note and signing in/out in the high school office. There will be regular classes in session during the lunch hour. Please be respectful in the hallways.

Students enrolled in Minneota Public School will receive FREE breakfast and lunch through the school’s lunch program for the 2024-2025 school year. The Free School Meals Program is a state funded program that provides reimbursement for meals served to students who do not qualify for free or reduced-price meals so all students receive the meals at no cost. If a student would like an additional entree, a second meal, or extra milk, they must pay for the additional meal item.

Student Breakfast	One FREE
Student Lunch	One FREE
Adult Lunch	\$5.00
High School Lunch	\$4.00
Extra Entree	\$2.00
Take-to-Go Salad	\$3.00
Adult Breakfast	\$3.50
Student Breakfast	\$2.25
Extra Milk	\$0.45

Families are still responsible for any charges to their account prior to July 1, 2023.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Nurse Guidelines

Head Lice

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please contact the school nurse. If a student has signs that head lice are present, a trained staff person may check the student for live head lice.

1. First case of head lice
 - a. Contact student's parent to have student removed from school as soon as possible.
 - b. Parents will be given lice control information by school personnel.
 - c. Student will not go back to class until 24 hours after treatment is completed
 - d. Trained staff person will check affected student before he/she returns to the classroom (upon return to school, the student needs to go to the school nurse to be checked or discuss with advisor). If live lice are found, student will be sent home again – this will be repeated until no live lice are found by trained staff after student returns to school.
 - e. Student will be checked again in 10 days after return to the classroom.
2. Second case of head lice, same student
 - a. Contact parent for student to be picked up. Talk with parent and have them tell what they did to rid student, family and house from the first case of lice.
 - b. Trained staff person will check affected student before he/she returns to the class (upon return to school, the student needs to go to the school nurse to be checked or discuss with advisor). If live lice are found, student will be sent home again –

this will be repeated until no live lice are found by trained staff after student returns to school.

- c. Student will be check again in 10 days after return to class.
 - d. Other students in school may be checked if needed.
3. Third case, same student
 - a. Same as above in number two
 - b. Home visit by school nurse and/or social worker if needed.
 4. School's Plan of Last Resort. (To be planned by school administration and school nurse).

Illness or Injury

STUDENTS ARE REQUIRED TO REPORT ALL ACCIDENTS TO THE OFFICE WITHIN 24 HOURS OF THE OCCURRENCE SO THAT A WRITTEN REPORT CAN BE FILED. In case of illness or injury in which it does not seem advisable for the child to remain in the classroom, the parents will be contacted by telephone to come to school and pick up their child. In cases where parents are not available by telephone, emergency numbers that parents have given to the school will be used and these people will be asked to come to school to pick up the child.

If parents are contacted, but for some reason they are unable to pick up their child or to authorize someone else to do so. If not available, the child will remain at school during school hours and will return home by his/her regular means (bus or walk) except in such cases in our opinion medical aid is needed immediately, an ambulance will be called at the parents' expense and the child will be sent to the emergency room at one of the hospitals. No student will be sent home unless there is an adult to assume responsibility for their welfare.

Please keep your child home if he/she:

- has had an oral temperature of 100 degrees or higher in the past 24 hours.
- has vomited 2 or more times in the past 24 hours.
- has diarrhea and/or he/she is not feeling well and needs to use the bathroom frequently.
- has a rash for which the cause is unknown; see your healthcare provider.
- has an illness that prevents him/her from participating in routine activities.

Attendance Rules for Common Communicable Diseases

Parents are asked to please NOT send their children to school when they are sick. Not only can they not function properly in school when they are feeling poorly, but they will also expose other children to an infectious disease. Parents are asked to notify the school nurse/office immediately if their child contracts any of the below mentioned communicable diseases so we can work toward preventing further outbreaks.

- Fever: Students are to be excluded from school if his/her temperature is 100 degrees or more. Students must be fever free for 24 hours without the use of fever reducing agents (Tylenol, Advil/Motrin, etc.) before returning to school.

- Colds: Students should be excluded from school (especially for younger children) for the one or two days when they feel the most ill (earache, sore throat, runny nose, watery eyes, fever, etc.).
- Influenza: Students with Influenza A or B should be excluded from school immediately. Students should not return until the fever has been gone for 24 hours. Please notify the school nurse/office if your child has influenza like symptoms which include a fever AND cough or sore throat.
- Pink Eye: Students are to be excluded if there is thick white or yellow drainage, redness of the eye and eye pain. Your child may return after being examined by his/her health care provider and approved to return with a note from him/her.
- Fifth Disease: Call the school nurse or office if your child has been diagnosed with Fifth Disease. Students do not need to stay home from school if other rash-causing illnesses are ruled out by a health care provider. Persons with fifth disease are unlikely to be contagious once the rash appears.
- Chicken Pox: Students with chicken pox are to be excluded from school until ALL blisters have dried into scabs. This is usually about six days after the rash began. (Notify school nurse/office immediately.)
- Impetigo: Students with impetigo are to be excluded from school immediately. Your child may return after being examined by his/her healthcare provider and 24 hours after treatment has started. It is recommended to cover lesions. Please notify school nurse/office if diagnosis was made by healthcare provider.
- Scabies: Students will be excluded from school immediately. Your child may return after being examined by his/her healthcare provider, having been on treatment for 24 hours and have a note from the healthcare provider with approval to return to school. Please notify school nurse/office.
- Ringworm: The infected child will be excluded from school until they have been examined by his/her healthcare provider and treatment has been started. Any child with ringworm should not participate in gym and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment has begun. Please notify school nurse/office.
- Rashes: Students will be excluded from school immediately when they have an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are highly contagious (such as measles, if measles is suspected consult your physician immediately). Notify school nurse/office with questions.
- Strep Throat: Students with strep throat should be excluded from school until at least 24 hours after an antibiotic treatment has begun and fever is gone. *Whenever you have a question about your child's health, please feel free to contact the school nurse or your physician.

Prescription and Non-Prescription Medications

For full policy, please see [ISD #414 School Board Policy 516](#).

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

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

Non-Essentials Objects/Toys

No fidget spinners or like devices are allowed in school unless IEP/504 states a need.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

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

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

Parent and Teacher Conferences

Parent and teacher conferences will be held on November 4, 2024 and March 20, 2025, in the Auxiliary gym. For more information, contact the high school principal, Heather Anderson, at heather.anderson@minneotaschools.org.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Les Engler at 507-872-6532 ext. 1157.

Pledge of Allegiance

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

Prom

The Board believes that high school Prom should be limited to students in the 11th and 12th grade.

Attending Prom is a privilege and can be revoked by the administration at any time. Prom is a formal dress occasion. All students must be in formal attire and will not be admitted to Prom unless dressed appropriately.

General Guidelines:

- Minneota students who are currently suspended, expelled, or attending an online or alternative school full time cannot attend Prom.
- Guests must be at least in 10th grade and may attend prom if they are invited by an 11th or 12th grade Minneota student.
- Older students (students who have graduated high school) may attend if they are asked by an 11th or 12th grade student and are under the age of 21.
- Any student who attends another school, is not attending school, or who has already graduated from high school must be granted permission from the building Principal before they are allowed to attend the Minneota Prom.
- Students are responsible for the behavior of any invited guest.
- Students and their guests are expected to adhere to all Minneota Public Schools' rules, regulations, procedures, and policies as well as local and state laws.
- The parent(s) and student assume responsibility for any accident or property damage while attending and traveling to and from Prom.

- If a student and/or their guest is asked to leave by a chaperone or venue employee and refuses, the proper legal procedures will be followed.
- At the entrance to the event, everyone may be searched for prohibited and illegal substances.
- Prom is a school-sponsored event and school behavior codes apply.
- Required prescription and/or non-prescription drugs must be approved by the School Nurse prior to the event, otherwise, they will be confiscated.
- Students and guests are subject to be tested for alcohol and other substances. Any 11th or 12th grade student or their guest(s) found in possession of or under the influence or demonstrating inappropriate behavior may be suspended from school, may not participate in the Graduation ceremony, and may be subject to arrest.
- The administrators of Minneota Public Schools reserve the right to make any other decisions needed to ensure a safe night for our students.
- All exceptions to this policy must be approved by the Superintendent in consultation with the High School Principal.

PSEO Attendance

Students who participate in PSEO will be allowed access to the high school building, computers, and/or other technology resources during regular school hours. Students will be expected to follow the rules of Minneota Public School.

Students are expected to sign in and out of the building at the high school office. Students will report to the designated study hall during the scheduled class times. Students must remain in the study hall for the entire class time.

Report Cards

Report cards are issued each nine weeks. The report covers two areas, a scholastic or grade report, and a checklist report on attitudes and work habits.

The following weights are used for GPA:

A	4.0	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D	1.0

B- 2.67 D- .67
 C+ 2.33 F 0

School-wide grading scale:

Letter Grade	Percentage	Grade Points
A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	68-69	1.33
D	65-67	1.0
D-	63-64	.67
F	0-62	0.0

Your interest and classroom attitude, courtesy and cooperation and the degree which you work up to ability and accept responsibility will be reported as satisfactory or in need of improvement. Teachers may use the comment section on the report card to indicate positive and/or poor work habits or conduct.

There are no weighted grades.

Incomplete work becomes an F one week after report cards are handed out. A final grade must be submitted by the instructor at that time.

Our honor roll is divided into three sections, Distinguished Honor Roll (4.00 GPA), High Honor Roll (3.666-3.999 GPA), and Honor Roll (3.33-3.665 GPA). The honor roll is published each nine week period for grades 7 and 8 and each semester for grades 9-12. Seventh and eighth grade honor roll will be based on their core classes grades.

Removal from Class

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or their lawful designee. The removal of a student from class shall not exceed five class periods. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student is disruptive and/or will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Mediation with student, parent, teacher and principal may be needed.

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act.

* Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act.

* Parents and students shall be notified in writing of violations of the rules of conduct and resulting disciplinary actions as required by the Pupil Fair Dismissal Act.

Rules of Conduct

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

School Premises include: A school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

School officials at all times possess the right to search any school property and request personal property to be searched.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Minneota School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity.

School Closing

Delaying or closing school because of bad weather is a decision that is often made with short notice to students, parents, and staff. I have found that a late start due to fog or limited visibility is one of the more difficult decisions, as fog and limited visibility can be spotty or move in after buses are sent out. For me, these decisions are based on common sense, and I tend to make decisions based on the safety of our students, staff, and families.

Given the weather conditions when school is open, parents may not want to send their child on the bus – while we always want your child in school, we respect the parental right to keep them home. We utilize SchoolMessenger as the initial contact with families when there is an early dismissal, late start, or school is cancelled for the day. Additionally, a list of radio/TV stations that the school contacts are noted in student handbooks.

Several tasks occur before deciding to either delay or close school. Depending on weather and road conditions, the decision on a late start or close for the day is made as early as possible, typically before 6:00 a.m. It is possible that weather will dictate a variation.

If we proceed with a late start, the decision to remain closed or open two hours late is made as early as possible, typically around 8:00 a.m. **Breakfast is still served when school is on a two-hour late start. Morning school activities and field trips will be canceled or rescheduled for another day.**

All school activities, practices, and community education events are canceled if school is closed early or canceled for the day. The Activities Director may make exceptions, in consultation with other school staff and administration.

Once the decision is made to close early, radio/TV stations will be notified, and an announcement is made through SchoolMessenger that the school will be closing, including the

time buses will leave. Both staff and students should have an alternate place to stay if the weather does not permit them to go home.

Given the use of cell phones, word travels quickly on school day changes which sometimes is helpful and other times causes confusion. School closing procedures allow staff to have an orderly process for getting the students home safely.

Extra-Curricular Activities:

The following procedures will be followed:

- A. All practices for all sports/activities/community ed are automatically canceled.
- B. If school is canceled, all scheduled activities and events are automatically canceled.

Playoff clause:

Should a full school day be canceled because of weather, the school administration may allow a team to practice if:

- A. It's the day before a playoff game.
 - 1. Only applies to a varsity team
 - 2. Parent's discretion to own a child's decision to practice, athletes will not be held accountable for missing practice on these days.

Should school be dismissed early because of weather, the school administration may allow a team to practice if:

- A. practice is conducted during the school day and is scheduled to conclude, so the student/athletes are dismissed at the scheduled closing time.
- B. practice is limited to up to 1.5 hours.
- C. it's a playoff season.

*Only applies to a varsity team

**It's the head coach's responsibility to attend the daytime practice

***School administration has the discretion to decide whether or not to allow practice

School Records

The school has on file your grades, attendance, standardized test scores, and discipline record that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian. Minnesota Public School will forward records to other schools and post-secondary institutions where a student is enrolling,

upon the written request of the parent, legal guardian, student, school or post-secondary institution. Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their right of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Family Educational Rights and Privacy Act, Section 99.34, relating to disclosure of student records to other educational agencies or institutions. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, the school's website, student handbook, or newspaper article) is left to the discretion of each school.

Search

For full policy, please refer to [ISD #414 School Board Policy 502](#).

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law.

If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

A. Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

B. Cell Phones and Other Electronic Communication Devices

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

C. Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

D. Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

E. Vehicles on Campus

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Sexual, Religious, and Racial Harassment and Violence Policy

For full policy, please refer to [ISD #414 School Board Policy 413](#)

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Special Education Students

Pupils with Disabilities

Special consideration may be given a student for which an IEP is written should he/she be removed from class. Consideration may be given following review of the IEP to further assessment. The teacher and principal shall decide if action shall be taken and notify the parent.

Behavioral problems that arise and are of causal effect due to the disability shall be dealt by:

1. Teacher-student conference;
2. Teacher-parent conference;
3. Teacher-parent-principal conference;
4. Referral to child study team for further evaluation and modification of program if deemed necessary.

Suspension, Exclusion and Expulsion of Students with Disabilities

Handled according to Minnesota Rule 3525.2470 and Minnesota Statute, Sections 127.26 to 127.39 (Pupil Fair Dismissal Act).

Behavioral problems not of a causal effect due to the disability shall be handled as outlined in this policy.

Student Council

The Student Council is an organization of students selected by the advisor, to serve as the student body's official representatives in matters of concern to the entire school in areas where the council has been given power and authority by the administration. It is comparable to a lawmaking body in that student members are elected to represent and speak for the group.

Student Data Privacy

The school district must provide information regarding student data uploaded to any curriculum, testing, or assessment technology provider within the first 30 days of the school year. The

school will identify each curriculum, testing, or assessment provider, the educational data affected by the curriculum, testing, or assessment technology provider, and information about the contact information to direct questions or concerns regarding any program or activity. Parents also have the right to inspect a complete copy of any contract with a technology provider. Please contact Heather Anderson with any requests.

School-Sponsored Media

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

A. Distribution of Nonschool-Sponsored Materials on School Premises

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

B. School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities; is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
- Advertises or promotes any product or service not permitted for minors by law;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the school district's "Student Surveys" policy at [ISD #414 Policy 520](#).

Student Work

Students should be aware that classroom work (for example, art projects, class projects, etc.) may be displayed by the instructor. If parents or students do not want their work displayed, written notification must be given to the principal by the parents.

Suicide and Depression Prevention

We understand that suicide is a serious public health concern that can take an enormous toll on students, families, staff, and communities. Concerns about and the number of suicides may be reduced through education, awareness, and services for students and families via mental health practitioners and community organizations. As an essential part of the team, school personnel are instrumental in recognizing symptoms, identifying at-risk students, and providing them with access to mental health resources.

The National Suicide Prevention Lifeline is now: 988 Suicide and Crisis Lifeline

The nationwide number will route callers to the National Suicide Prevention Lifeline. **If you or someone you know needs help, dial 988** to be connected to trained counselors that are part of the existing National Suicide Prevention Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary. For more information, click [here](#) or go to <https://988lifeline.org/current-events/the-lifeline-and-988/>.

Tennessee Warning

The Minnesota Government Data Privacy Act provides you with certain rights. These rights include, but are not limited to, the following:

*Whenever a government agency asks you to provide private or confidential data about yourself, you must be told:

- the purpose and intended use of the data requested;
- whether the individual may refuse to supply or is legally obligated to supply the data;
- any known consequences of supplying or not supplying the data; and the identity of other persons authorized to receive the data.

Testing/Opting Out of Tests

Minnesota students take some form of the Minnesota Comprehensive Assessments, or MCAs. The MCAs are given in the spring of each year to students in grades 3–8 in reading and math. In high school, Minnesota students take one last Reading MCA in grade 10 and one last Math MCA in grade 11.

The Science MCAs are given in grades five and eight and once in high school.

Students who receive special education services and meet eligibility requirements take the Minnesota Test of Academic Skills (MTAS) in the same grades.

Most Minnesota students will take the MCA online during their school day, likely in their classrooms. The MTAS is given by a teacher or another school administrator in a paper format. Each Minnesota school district decides when students will take their assessments within a designated spring testing window.

Both the MCA and the MTAS measure student learning of the Minnesota Academic Standards. More detailed information about Minnesota’s K–12 Academic Standards can be found on the [Academic Standards section](#) of the MDE website.

Estimated Test Administration Times

None of Minnesota’s statewide assessments are timed. Students may take as much time as they need. Students who take either the MCA or MTAS spend around two hours per subject. State law limits the total amount of time per year that students may spend taking school- and district-wide assessments to no more than 10 hours for grades 1 through 6, or 11 hours for grades 7 through 12. The reading test is estimated to take 1.5-2 hours to complete. The math test is estimated to take 1.5-2 hours to complete. The science MCA is estimated to take 1 to 1.5 hours to complete.

Student Participation in Statewide Assessments

Statewide assessment results are used to evaluate how districts and the state are teaching the applicable standards, so each student’s assessment results play an important role when deciding where resources are most needed. They are also crucial in determining whether changes to instruction, efforts toward equity, and emphasis on inclusion are making a difference for students. The data gathered from assessment results inform each district, and they show clear trends over time.

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When completed, it must be returned to your student's district; your student’s district may require additional information

[2024-25 Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information](#)

Preparing for Assessment Day

Parents/guardians and families can help their students prepare for the statewide assessments by making sure they understand why they are taking the assessments. Using positive language about the assessments, practicing stress-reducing strategies and having a healthy meal before testing can also help each student do their best.

Schedule

Each Minnesota school district decides when their students will take the statewide assessments within a testing window set by the state.

Each district is required to post a school calendar that includes information about all statewide, district-wide, and school-wide assessments to be given each school year, including why each assessment is given and whether it is required by state or federal law. Parents/guardians and families are encouraged to contact their schools for more information about school- or district-wide assessments. The testing schedule can be found on the school website on the “Testing” page.

Administration and Security

For teachers, families, students, and others wishing to report assessment administration concerns to MDE, please view the different types of assessment administration concerns using the following links:

Test Security: Maintaining the integrity of assessments and assessment items is very important to MDE. Improper or unethical behavior by students or educators undermines the validity of assessment scores. Please report suspected incidents such as cheating, improper assistance,

and/or the sharing or copying of assessment content by using the [Minnesota Statewide Test Security Tip Line](#).

Testing Disruptions: Minnesota state law requires MDE to provide a way for the public to review and report online testing disruptions that have occurred, such as a technical issue that impacted testing. Note that these reports are intended to provide awareness to MDE about disruptions. They should NOT be used to seek assistance for resolving issues; instead, districts and schools must contact the appropriate service provider directly when seeking assistance with technical issues impacting testing. Use the [Testing Disruption Tracking System](#) to view or report testing disruptions.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Transportation

Bicycles

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are parked in the racks.

Bus

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules.

- I. Only students and staff assigned to a school bus by the school authority may be transported.
- II. If your child wishes to ride on another bus to get off at a friend's home, they must present a note to their respective Principal (or their designee) in advance for permission before getting on that bus.

- III. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
- IV. Conduct on School Buses and Consequences for Misbehavior Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

The consequences for school bus/bus stop misconduct will be imposed by 4.0 Bus Service, a Principal or school administrator, and/or the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

A. School Bus and Bus Stop Rules

The 4.0 Bus Service and the school district school bus safety rules are to be posted on every bus. The Bus Service's and school district's discipline procedures must be followed if these rules are broken. In most circumstances, the consequences are progressive and may include suspension of bus privileges. The school bus driver must report unacceptable behavior to the 4.0 Bus Service manager.

B. Rules at the Bus Stop

1. Get to your bus stop [at least] 3 minutes before your scheduled pickup time.
The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. Do not fight, harass, intimidate, or engage in horseplay.
10. Do not use alcohol, tobacco, or drugs.
11. Follow all other School District policies.

C. Rules on the Bus

1. Immediately follow the directions the driver gives.
2. Sit in your seat, facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. Do not fight, harass, intimidate, or engage in horseplay.
7. Do not throw any objects.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Eating or drinking on the bus is left to the bus driver's discretion.
12. Follow all other School District policies.

D. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes, co-curricular events, and extracurricular events (field trips or competitions). Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. All decisions are made by 4.0 Bus Service in conjunction with the school district.

Consequences for PreK-12 Students

1st offense	Warning & parent notification.
2nd offense	Up to a 3 school-day suspension from riding the bus & parent notification.
3rd Offense	Up to a 5 school-day suspension from riding the bus & parent notification.
Further offenses	Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

1. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

2. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law. Records may also be maintained in the transportation office.

3. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay for such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until paid.

4. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

5. Criminal Conduct

In cases involving criminal conduct (for example: assault, weapons possession, or vandalism), the appropriate school district personal and local law enforcement officials will be informed.

Vehicles

All students driving to school must NOT park in the visitor parking. Students utilizing the school parking lot must park their vehicles parallel between the lines in the parking spaces. All drivers will observe a 10 MPH speed limit in the parking lot. Students needing to access vehicles during the school day must report to the office where they may be required to have a staff member escort them.

Transportation of Students Attending School-Sponsored Activities

Minneota Public School provides transportation from the Minneota Public School to the sponsored activities, and back to the Minneota Public School for all students involved in school sponsored activities. The Ivanhoe school district will be responsible for transporting students to the Minneota Public School, and back to Ivanhoe for Minneota Public School sponsored activities. All students are to ride on the buses to and from school sponsored activities unless there is a specific and valid reason as to why they will be riding with their parents to or from the activity. If this is the case, the parent will submit in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation. This request will be reviewed by the high school principal, or designated school official, and coach or director who will decide whether or not to honor such request. Any changes or cancellations need to be reviewed by the proper personnel. Parents must talk to the coach and provide a written note when they (parents) are going to provide a ride home for the student.

A parent may request that their son or daughter rides home with an approved adult who is not a student in high school. If the student rides home with their parents or an approved adult who is not a high school student, the parent will submit the request to the athletic director in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation and who will be driving.

Failure to comply with this policy will result in the student not being permitted to participate in that scheduled activity for that day or the next scheduled competition.

****School administrators have the ability to exercise discretion regarding the above transportation policy.****

Visitors

In maintaining a non-threatening environment, student and adult visitors are not permitted at Minneota High School during regular school hours. Administrators, with twenty-four-hour notice, may grant exceptions to this policy and the visit must be for educational purposes. Visitors are permitted to park in designated school district visitor parking areas.

Weapons

For full policy, please refer to [ISD #414 School Board Policy 501](#).

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be

used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

Procedures for Appeal and Grievances

Parental or staff requests for modification of any of the policies may be orally presented to the Principal or Superintendent at their respective offices. If accord is not reached by this means, application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next regular monthly meeting.

Appeal procedure, when a party is aggrieved, shall be the same as for policy modification, except when warranted, special meetings of the Board of Education may be called by the Chairman.

Annual Review

M.S. 127.42 requires that the principal and the licensed employee must meet annually to review the discipline policy. This review shall be done each year at the annual opening of the school workshop.

Student/Parent Notification

Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act.

Non-Discrimination Minneota Public Schools, ISD 414

Minneota Public Schools do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Nicolle Johnston, Elementary Principal
507.872.6122
Nicolle.Johnston@minneotaschools.org

Heather Anderson, High School Principal
507.872.6175
Heather.Anderson@minneotaschools.org

Patty Myrvik, Activities Director
507.872.6175
Patty.Myrvik@minneotaschools.org