

CHATFIELD HIGH SCHOOL STUDENT HANDBOOK



2024-2025

Table of Contents

<u>PART I – INFORMATION</u>	1
<u>Arrival and Dismissal Hours</u>	1
<u>Calendar</u>	1
<u>Complaints</u>	1
<u>E-Learning Day Plan</u>	1
<u>Eighteen-Year-Old Students</u>	1
<u>Employee Directory</u>	1
<u>Employment Background Checks [*]</u>	1
<u>Equal Access to School Facilities</u>	2
<u>Fees [*]</u>	2
<u>Food in the Classrooms</u>	2
<u>Fundraising</u>	3
<u>Graduation Ceremony</u>	3
<u>Interviews of Students by Outside Agencies</u>	3
<u>Library and Media Center</u>	3
<u>Lunch</u>	3
<u>Messages to Students</u>	4
<u>Nondiscrimination [*]</u>	5
<u>Notice of Violent Behavior by Students [**]</u>	5
<u>Parent and Teacher Conferences</u>	5
<u>Parent Volunteers</u>	5
<u>Pledge of Allegiance [*]</u>	5
<u>School Activities</u>	5
<u>School Closing Procedures</u>	5
<u>Searches</u>	6
<u>Lockers and Personal Possessions within a Locker [*]</u>	6
<u>Desks</u>	6
<u>Personal Possessions and Student’s Person</u>	6

[*] Notice required by statute

[**] Notice required by policy

<u>Vehicles on Campus [**]</u>	6
<u>Patrols and Inspections</u>	6
<u>Search of the Interior of a Student’s Motor Vehicle</u>	6
<u>Student Publications and Materials</u>	7
<u>Distribution of Non-school-Sponsored Materials on School Premises [**]</u>	7
<u>School-Sponsored Student Publications</u>	8
<u>Student Records [*]</u>	8
<u>Student Surveys [*]</u>	8
<u>Transportation of Public School Students</u>	8
<u>Extracurricular Transportation</u>	8
<u>Video and Audio Recording</u>	9
<u>School Buses</u>	9
<u>Places Other Than Buses</u>	9
<u>PART II – ACADEMICS</u>	10
<u>Alternative Educational Opportunities</u>	10
<u>Cheating and Plagiarism</u>	10
<u>Class Rank/Academic Standing</u>	10
<u>Early Graduation</u>	11
<u>Extended School Year Opportunities</u>	11
<u>Field Trips</u>	11
<u>Grades</u>	11
<u>Graduation Requirements [*]</u>	12
<u>Course Credits Required</u>	12
<u>Minnesota Academic Standards</u>	12
<u>School District Required and Elective Standards</u>	12
<u>Homework</u>	12
<u>Open Periods and Release for Seniors</u>	12
<u>Promotion and Retention</u>	12
<u>Postsecondary Enrollment Options</u>	13
<u>Summer School</u>	13
<u>Parent Right to Know [*]</u>	13
<u>PART III – RULES AND DISCIPLINE</u>	14
<u>Attendance [**]</u>	14
<u>Bullying Prohibition [*]</u>	15
<u>Buses – Conduct on School Buses and Consequences for Misbehavior [**]</u>	16
<u>Cell Phones and Other Electronic Communication Devices</u>	17
<u>Discipline [*]</u>	18

[*] Notice required by statute
 [**] Notice required by policy

<u>Ombudsperson Service [*]</u>	18
<u>Dress and Appearance</u>	19
<u>Drug-Free School and Workplace</u>	20
<u>Good Standing</u>	22
<u>Harassment and Violence Prohibition [*]</u>	22
<u>Hazing Prohibition [*]</u>	22
<u>Internet Acceptable Use</u>	22
<u>Parking on School District Property</u>	23
<u>Students</u>	23
<u>Visitors</u>	23
<u>Photography and Recording</u>	23
<u>Vandalism</u>	24
<u>Weapons Prohibition</u>	24
<u>PART IV – HEALTH AND SAFETY</u>	24
<u>Accidents</u>	24
<u>Asbestos Management Plan [*]</u>	24
<u>Crisis Management</u>	25
<u>Emergency Contact Information</u>	25
<u>Health Information</u>	25
<u>First Aid</u>	25
<u>Communicable Diseases</u>	25
<u>Health Service</u>	25
<u>Immunizations</u>	25
<u>Medications at School During the School Day</u>	26
<u>Suicide Prevention Information</u>	26
<u>Pesticide Application Notice [*]</u>	26
<u>Visitors in District Buildings</u>	27
<u>APPENDIXES</u>	29
<u>1. School District Policy Cross Reference Table</u>	22
<u>2. Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees [**]</u>	23
<u>3. Student Records [*]</u>	27
<u>4. Student Surveys [*]</u>	30
<u>5. Student Discipline [*]</u>	32
<u>6. Student Attendance [**]</u>	48
<u>7. Bullying Prohibition [*]</u>	55
<u>8. Harassment and Violence Prohibition [*]</u>	62
<u>9. Hazing Prohibition [*]</u>	70

[*] Notice required by statute
[**] Notice required by policy

<u>10.</u>	<u>Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [**]</u>	74
<u>11.</u>	<u>School Meals Policy [*]</u>	77
<u>12.</u>	<u>Parent/Guardian Refusal for Student Participation in Statewide Assessments [*]</u>	80

[*] Notice required by statute
[**] Notice required by policy

Introduction

Welcome to the Chatfield High School.

The Chatfield High School Student Handbook has been prepared for all students and parents of Chatfield High School and Middle School (CHS). Students and parents are responsible for its contents and will serve as a ready reference so that you might better understand the school organization, services and activities.

The Student Handbook is comprised of four parts:

- 1) Information;
- 2) Academics;
- 3) Rules and Discipline; and
- 4) Health and Safety.

Topics within these categories are alphabetized.

A handbook cannot possibly cover all questions that may arise. Therefore, you should seek answers to your questions from the administration and faculty of CHS. With everyone taking the time to become familiar with the rules and procedures at CHS, we will create an environment that will allow the students to feel safe and become familiar with the educational opportunities and experiences that are offered.

Have a great school year. GO GOPHERS!!

Eric Nelson
High School Principal
enelson@chatfieldschools.com



PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are 8:10-3:10 on MTTHF and 8:40-3:10 on Wednesday. Students should arrive no earlier than ten minutes prior to school unless they have an appointment with a staff member.

Buses will drop-off and pick-up riders in front of Door 1. Parents should not use the boulevard in front of the school as this drive is reserved for buses. Parents may drop-off and pick up students in the lot next to the baseball field before and after school.

Bell schedules and building maps are not posted included in online handbooks due to security concerns. Bell schedules and maps are available in classrooms and available from the office.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at [School District Calendar](#).

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral.

If parents or students have questions or concerns relating to classroom or teacher procedures or other circumstances, they should follow the chain of command: the student should talk to the instructor first to clarify and resolve the situation, and then the parent(s) and student should speak to the instructor. If it is not resolved, then the parent(s) and/or student should meet with the building principal to resolve the situation (the building principal may ask for the complaint to be in writing), followed by the superintendent, and finally the school board. People are encouraged, but not required, to file a written complaint at the building level when concerns reach that level. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

At-home Learning Days

See "School Closing Procedures"

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

Please [click here](#) for staff names, positions and email addresses.

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.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

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, personal computer, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

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

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

Food in the Classrooms

Spill-proof water bottles are permitted in all classrooms. Grades 7 and 8 should not have any food or other beverages in the classroom. For grades 9-12, food or other beverages in the classroom is up to teacher discretion.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Board of Education. Participation in no approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library and Media Center (LINC)

Students may use the LINC during the school day and before and after school only when a supervisor is present.

Lunch

During lunch students are to be in the cafeteria until they have eaten their lunch. All food and beverages must be consumed in the lunchroom. Students must remain seated while eating. Once finished they may go with the supervisor to the outdoor area on school grounds. During poor or cold weather students will go to the gym.

Closed campus during lunch (grades 7-11)

All students must remain at school during lunch hour unless specifically granted permission to leave through the main office by the principal or his designee. Students have a closed campus and passes to leave campus will not be approved. Students will only be excused to eat lunch with their parents, and parents must personally pick up their son or daughter from the office.

Senior Lunch

Students are encouraged to stay on campus during lunchtime. Only seniors in good standing are permitted to leave campus during the lunch period. These students may leave the campus during lunchtime if the rules are properly followed. Open campus is a privilege, not a right, and students may lose open campus privileges for any number of reasons. Senior students will lose their open campus privileges after their 2nd tardy from lunch per trimester.

Senior Lunch Expectations

Leaving the building is discouraged and the school assumes no responsibility for problems which occur off school grounds. For the open lunch to continue, the entire student body is responsible for cooperating by following these rules:

- Leave school only through the main entrance #1 and enter only through main entrance #1.
- Students are not to drive recklessly, especially around school property and may lose their parking privileges and be reported to the police for driving violations.
- Loitering in the student parking lot, business places, and alley or on private property is prohibited.
- Students are not to smoke on school property or properties adjoining school grounds.
- Students must act in a respectful and responsible manner in business places throughout the community.
- Tardies to fourth hour will not be excused for reasons such as car problems, slow service at a restaurant, etc. Students will lose their open campus privileges after their 2nd tardy from lunch per trimester.
- The school parking lots, grounds, buildings and adjoining properties are to be kept clean and free of litter. Food is not to be brought into the hallways or classrooms from the cafeteria or from outside the school.

Parent Refusal

Parents/guardians may submit to the school in writing if they do not want their child to leave the school during lunch time; otherwise, your senior son/daughter will be allowed to leave campus.

District Food Service Procedures

- The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner.
- Students will receive a free breakfast and lunch each day. They may purchase additional meals and ala carte service when funds have been deposited into their family accounts or by cash payments.

Procedures for Notifying Family of Account Status

- The parent/guardian will be notified via JMC when the family account is negative.
- The high school students will be advised by the lunchroom worker that their account is low and they need to bring in money.
- If the family account has a consistent negative balance, a letter/phone call will be sent and continuous messages from JMC will be sent. Payment will need to be made immediately.

Other Food Services Procedures

- Students (including those on the free and reduced meal program) may purchase extra entrées, extra milk, or ala carte items if they have a positive balance in their lunch account.
- All families have the option of blocking their children from ala carte items as well as second entrées and extra milk.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during instructional time is prohibited.

Money and Valuables

Students are discouraged from bringing money or valuables to school unless they are able to safely keep them protected. When bringing money for lunch accounts or other purposes, students should complete those transactions as soon as possible.

Using a lock for hallway and locker room lockers is highly recommended.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

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.

Parent and Teacher Conferences

Parent and teacher conferences will be held twice a year in the fall and spring. Parents are encouraged to regularly monitor grades in Schoology so that conference time can be spent discussing student needs.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. For more information, contact the principal.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America each day during Access Time. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

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 Chatfield Public 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. For more information about the MSHSL rules and student eligibility requirements contact the Activities Director.

School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. Late starts, early dismissals and school closing announcements will be broadcast over JMC text/email, Facebook, and KTTC.

The District has built three days into its instructional calendar for cancellations. An at-home learning plan will be in effect for any cancellations beyond the three allocated days. Students should log into Schoology and check course pages regularly over the course of the day. Teachers will be posting instructions and learning resources on their page prior to 10:40 am. If an at-home learning day is in effect students will be responsible for completing any activities that teachers assign and attend any virtual meetings that are scheduled by teachers. A schedule for the day will be sent to students via school email on any at-home learning day.

Searches

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.

Lockers and Personal Possessions within a Locker [*]

Students are to keep their backpacks, coats and duffle bags in their locker. Students are not allowed to bring their backpacks and/or duffle bags to class. The locker room lockers are only for PE and/or athletic clothes only. Students are not to change lockers or use any locker but their own. Students must provide their own lock for use on lockers.

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.

Students must refrain from bringing on to school property or to school-sponsored events any material or item that may disrupt the educational process, threaten the health and safety of students and other people. When reasonable cause exists for a school principal to believe that such materials or items are present, general or individual searches may be conducted under the authorization of the principal or representative designated by the principal. Locks may be cut if a student does not assist in removing a lock at the direction of a school official.

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.

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.

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.

Student Publications and Materials

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. Non-school-sponsored publications may not be distributed without prior approval.

Distribution of Non-school-Sponsored Materials on School Premises []**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means yearbooks or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- 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 an official school publication 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. Official school publications may be distributed at reasonable times and locations.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*).

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 "Student Surveys" (*Appendix 4*).

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Students living closer than two miles may contact Bernard Bus to determine available options. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Issues or concerns involving transportation should generally be directed to the attention of the transportation vendor. If the issue is not resolved, the concern may then appropriately be raised with the building principal.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video Camera that may or may not include audio recording capabilities. The school district may use a video or audio recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras that may or may not include audio recording capabilities. Video and /or audio surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II – ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the principal.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy (*Appendix 5*).

Students are responsible for demonstrating their own knowledge or producing responses reflecting their own ideas when completing assignments and assessments. The rare exception to this is when a teacher asks students to work together to generate responses or a product together. In these cases where students work together, the responses or product must reflect their collective knowledge and ideas.

Presenting the work of another author or resource requires accurate citations.

Using electronic tools to artificially generated responses or products and then presenting them as your own is not permitted.

When in doubt, ask your teacher if you are concerned about the expectations that they have for your responses and products in assignments and assessments.

Class Rank/Academic Standing

Students with a 3.5 cumulative GPA or higher through trimester two 12th grade will be designated as an honor student at graduation. A student with a 3.9 GPA or higher at the end of trimester two will be recognized as a high honor student at graduation. All incompletes must be completed by the end of a senior's last regular school day. All grades acquired during the student's 9-12 grades are part of your official transcript. Students must have attended Chatfield High School for at least one (1) year and have at least 6 credits from Chatfield High School to be considered an honor student at graduation.

Three honor rolls, Principal's, "A", and "B" honor rolls will be computed at the end of each trimester. The grade point average for the trimester is used to determine the honor rolls. The criteria are as follows:

Students must not have an incomplete in any subject at the end of the grading period and all grades must be submitted on or before June 4, 2023 to qualify. (NOTE: A severe situation such as being hospitalized would be an exception.)

Principal's Honor Roll = Students with all "A's and/or A-s"

"A" Honor Roll = 3.70 - 4.00

"B" Honor Roll = 3.00 - 3.69

Students with an overall GPA for the current school year of 3.75 or greater at the end of trimester two will receive an academic letter. Students must have a minimum of four (4) credits at the end of trimester two from Chatfield High School to qualify for this honor. (Minnesota Virtual Academy does not count as a CHS credit.)

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school district policy. Students interested in early graduation should meet with the principal at least one trimester ahead of their intended early graduation.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact a case manager.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Students that have received a violation of the MSHSL or School District's Chemical and Tobacco Use Policy will not be eligible to participate in any overnight trips for one calendar year from the date of implementing the infraction consequences. Students that have been suspended (in-school or out of school suspension) 5 or more days during one school year will not be eligible to participate in any overnight trips for one calendar year from the date of implementing the fifth day of suspension. If a student has more than one offense, the first calendar year for the first offense must be completed before the second consequence begins. If a student has a third offense the first calendar year and the second calendar year must be completed before the third consequence begins. Examples of these trips shall include, but not limited to, the senior class trip, 8th grade Washington D.C. trip, FFA State or National Convention, band or choir trip, History Day trip, State basketball, and others.

Grades

Grades will be posted on JMC following the end of each trimester for grades 7-12. Parents may come to school to access online grades if they do not have access to the internet. In determining scholastic rank and as a basis for recommendations to college, vocational schools, and employers, grades are given a point value from which an average is figured. An "A"(4.0) is for outstanding work. A "B "(3.0) is for above average work. A "C "(2.0) is for average work. A " D "(1.0) is for below average work. An "F "(0 .0) is for failing work.

Senior class rank for graduation is determined at the end of the second trimester during the senior year. The final class rank is determined at the end of the school year once all of the grades have been recorded. Students must have attended Chatfield High School for at least one (1) year and have at least seven credits from Chatfield High School to be considered in Chatfield High School's final class rank. Any grade challenges must be made within 10 school days or 14 calendar days (whichever comes first) from the date the grade was posted.

For most situations, incompletes will not be given at the end of the regular school year. Unusual conditions or long illnesses will be given special consideration. Students who receive incomplete for the course have 5 school days to complete the work at the end of 1st and 2nd trimester and no more than one day at the end of the 3rd trimester unless other arrangements are made with the teacher and approved by the building principal. The student should contact the instructor whom he/she received his/her incomplete and work out a schedule so that the incomplete work can be made up on time.

Graduation and Commencement Requirements [*]

Seniors must complete all requirements in order to participate in the graduation ceremony and commencement exercises. Seniors are not allowed to graduate with any incompletes on their academic record. In order to participate in the graduation ceremony seniors must wear a maroon cap and gown unless they are included among the following two exceptions, with advance approval from the principal:

- 1) Students that are in the Armed Forces may wear their Official Armed Forces dress uniform; or
- 2) American Indian students may wear appropriate tribal or cultural items consistent with statute.

Students must meet all course credit requirements and graduation standards, as established by the State and the CPS School Board, in order to graduate from Chatfield High School. To be eligible for graduation from Chatfield High School, each pupil shall have completed a total of 28 credits in grade 9, 10, 11, and 12.

Students must have the following number of credits on the first day of school to qualify for the next grade level. Sophomores: 6 credits; Juniors: 13 credits; and Seniors: 20.

All students must also pass any 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 form in *Appendix 12* and returning it to the main office. *Note: There are no current graduation testing requirements in Minnesota for students in grades 7-12.*

Course Credits Required

To receive a diploma, students must successfully complete at least 28 credits and satisfy all of high school level course requirements listed in the CHS Course Registration Guide.

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. For additional information, see a case manager or the principal.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their student to complete homework thoroughly and promptly.

Students who are absent are strongly encouraged to look at the respective teacher online course information on Schoology and/or JMC to obtain assignment information. Students who are absent from school for more than two days and want their assignments should first look online for the teacher's course information and then contact their respective teachers, preferably by email. For assistance email hsfrontoffice@chatfieldschools.com. Students who are absent from school for two days or less and want their assignments should look online for the teacher's course information.

Open Periods and Release for Seniors

Seniors who have regular jobs may select the Work Release option for period 5 and may leave school during that period, only with the principal's prior approval to do so. Students must have enough credits to graduate on time to be eligible for this option. Also, seniors may be excused from a period if they have met reading and math standards, and have the required courses completed or in progress of completing the last required courses. Students must be enrolled in at least four courses per term regardless of credit status.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final.

Postsecondary Enrollment Options

Tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the school counselor by May 30 for enrollment the following fall term and by October 30 for the following spring term. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the school counselor.

Summer School

The school district may provide summer school learning opportunities in order to recover credits that were not earned during the regular school year. Summer school typically operates in June during the first four weeks following the end of the regular school year. For more information, contact the school counselor.

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:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- 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;
- 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.

PART III – RULES AND DISCIPLINE

Attendance []**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy (*Appendix 6*).

When a student must be absent, the parent/guardian should call (867-4210 ext. 5210) or email (hsfrontoffice@chatfieldschools.com) the day of the absence. When there is advance knowledge of an absence, the parent/guardian should have the student obtain a pre-excuse or an advance make-up slip.

Students being seen by physicians or health care providers are asked to bring a note verifying the visit to the school office upon return to school.

Excessive Absenteeism

It is our belief that daily attendance in school is vital to a student's success in school. To that end, students who demonstrate excessive absenteeism will be dealt with in the following progressive manner:

1. All students who have been absent for 6 days during any semester or trimester will receive a notice to parents informing them of these absences. Students may be requested to provide a doctor's note by the principal. Students that have a history of truancy from past years may be required to provide a doctor's note after the 3rd day of absence.
2. For students absent 9 days during any semester, a call to the parents will be made by the school social worker, counselor or teacher and the student will be required to have a doctor's note for their absences. The school nurse can also excuse the student when doctor notes are being required. If the doctor's note does not state that the child was unable to attend school, the absence may be counted as unexcused by the principal.
3. All students 17 years and under who have unexcused absences from school, for more than six (6) days or class periods per year, will be reported to Family and Social Services or to the truancy officer.

Approved Reasons for Excused Absences

- Illness
- Serious illness in student's immediate family.
- A death in the student's immediate family or of a close friend or relative.
- Medical or dental treatment.
- Court appearances occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing. Students will not be counted absent for these activities.
- Removal of a student pursuant to a suspension.
- College visits.
- Tribal cultural or religious instruction.

Unexcused Absences Examples

Examples of absences that will not be excused are shopping, hair appointments, errands, tanning appointments, oversleeping, pictures, car problems, sibling childcare, and returning late from sporting events. Other unexcused absences include skipping class or school, not in correct schedule classroom or coming later than 10 minutes after the start of class. Students who fail to report to the office when sent to the office as a result of classroom disruption will be disciplined, in addition to the classroom disruption, for an unexcused absence. All unexcused absences will result in a disciplinary action according to the Discipline Matrix. A parent conference may be requested to

discuss the attendance of the student. Parents may also un-excuse their son or daughter for not attending school. In the case where one parent/guardian contradicts another parent/guardian regarding an excused or unexcused absence the principal will make the final decision.

Family Vacations

The school district encourages parents to attempt to schedule family vacations during school holidays or breaks but recognizes this is not always possible. When adequate advance notice of the vacation is given, and arrangements to make up, or obtain the required coursework, the absence will be treated as an excused absence.

Hall Passes

During the school day, students are assigned to a specific room or area. All students must have a written pass from a staff member to be in the halls during this time. Failure to show a pass, when asked to do so by any staff member, is considered insubordination and will have consequences.

Leaving the Building during the Day

Students who fail to check out in the school office and follow the Permit to Leave the School Building procedures listed below will be considered as having an unexcused absence. Students must receive a Permit to Leave the School Building, with parental permission, and sign out in the Logbook in the front office prior to leaving the building.

Senior Lunches

Only seniors in Good Standing are permitted to leave campus during the lunch period. Any senior who fails to return to school after the lunch period will be expected to have a parent call the school prior to 1:00 PM of the day of absence to verify that the student was unable to return to school for a legitimate reason. If the school office does not receive a phone call, the student shall be determined to have an unexcused absence.

Leaving Campus Without Permission

Any student who leaves the school building without receiving a Permit to Leave the School Building, with or without parental permission, will receive an unexcused absence and any consequence as stated in the Discipline Matrix. Students in violation of this rule may be excluded from participating in after school activities on the day of unexcused absence. Student athletes must be in attendance for half the school day (8:10-3:10) unless they have received prior approval by the principal.

Advance Notice Absences

An excused absence may be granted for "good cause" absences by the principal in advance of the intended absence from school. Students must obtain a makeup slip in advance from the office. All assignments must be completed or a satisfactory arrangement must be made with your teacher(s) for the work missed. If there are questions concerning this, please contact the principal directly.

Tardy

Students who are tardy to school or class during the trimester will receive one (1) unexcused tardy warning, the second (2nd) will be one-half (1/2) hour detention, and the third (3rd) through fifth (5th) will receive one (1) hour detention each. After the fifth (5th) tardy, there will be a parent conference in person or by phone and the tardy will be considered an unexcused absence plus detention.

Bullying Prohibition [*]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*).

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

The school district encourages the reporting party or complainant to use the report form available from the principal's office or social worker, but oral reports shall be considered complaints as well. Shannon Love is the high school designated intake officer, and all claims must be submitted to her office for proper documentation and review.

Buses – Conduct on School Buses and Consequences for Misbehavior []**

District responsibility for the welfare of the students commences when the student boards the school's designated vehicle. The district does not supervise students en route to or from or while waiting at the bus stop.

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 school district will not provide transportation for students whose transportation privileges have been revoked.

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

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

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

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

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

- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. 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.

Secondary (grades 7-12) consequences for bus violations

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular 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.

1st Offense – warning

2nd Offense – 3 school-day suspension from riding the bus

3rd Offense – 5 school-day suspension from riding the bus

4th Offense – 20 school-day suspension from riding the bus/ meeting with parent or guardian

5th Offense – suspended from riding the bus for the remainder of the school year.

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

Vandalism / bus damage

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

Criminal conduct

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

After school activities

The district will provide transportation to and from extracurricular activities, from the school to the out-of-district activity site, for all authorized participants. The district does not provide home transportation following after-school activities. However, the district may, at its discretion, provide transportation contiguous with or immediately following school hours between school buildings.

When a school activity involves transporting students, all persons must utilize the transportation provided for them by the school. If for some reason a student would not be using that transportation, he/she may only ride with one's own parents. The parent must then see the person in charge before taking their child to be sure there is no mix-up. Exceptions may be made on an individual basis by obtaining the principal's approval or the Activity Director's approval for sporting events.

Off-campus classes/transportation

Transportation for post-secondary option students is not provided by the school. Students who wish to transport themselves must have joint parent and administrative approval.

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using cell phones and other electronic communication devices during instructional time. 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. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Grades 7 & 8: Cell phones must be in a student's locker and turned off during the school day. If any member of the CHS staff sees a cell phone, finds the phone, and/or hears a phone that is not turned off, the phone will be confiscated and brought to the office. For the first offense, the student can pick up their phone at the office, after 3:30 p.m. For the second offense, the parent or guardian will need to come and get the phone. The third offense will be one full week of no phone in the building, or the phone will be dropped off before school starts and picked up at the end of the day in the office for one week. After the first offense, the student could be considered insubordinate and have consequences for insubordination.

Grades 9-12: Cell phones may be used before or after school, during lunch, and during passing time. Students must turn in their phone upon entering the classroom. Teachers will have a designated location that all phones will be turned in. Students are not allowed to leave the classroom with their cell phone when going to the restroom or locker. Teachers may give approval to use cell phones during class for specific class projects. If any member of the CHS staff sees a cell phone, finds the phone, and/or hears a phone that is not turned off, the phone will be confiscated and brought to the office. For the first offense, the student can pick up their phone, at the office, after 3:30 p.m. For the second offense, the parent or guardian will need to come and get the phone. If a parent is not able to pick up the student's phone the phone may be given back to the student after school hours the following day. The third offense will be either one full week of no phone in the building or the phone will be dropped off before school starts and picked up at the end of the day in the office for one week. After the first offense, the parents must pick up the phone and the student could be considered insubordinate and have consequences for insubordination.

Discipline [*]

It is the responsibility of the school district staff (principal, counselor, activities director and teachers) to investigate situations that may lead to disciplinary actions. This is official notice that information that is obtained from students can be used as evidence that may lead to disciplinary action.

Disciplinary actions may include, but are not limited to, the procedures listed in this section. The following list is not listed in any particular order. A more complete list of disciplinary actions can be found in Chatfield High School's Disciplinary Matrix that is posted on the school website.

- Student conference
- Parent conference
- Detention
- Loss of school privileges during, before, or after school
- Referral for service
- Removal from class
- In-school suspension
- Suspension- Suspension from school is defined as removal from school for a period of one day or more. Students may be suspended for a period of up to ten days. Students who are suspended are not allowed to attend any school functions that occur outside the normal school day, whether the function is in Chatfield or some other location. Students may be suspended for up to 15 days if an expulsion hearing has been or is in the process of being lined up.
- Expulsion- An expulsion from school may be imposed by the school board in severe situations.

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. Appropriate clothing includes, but is not limited to, the following:

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

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

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry 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 school district policy.
- Any apparel or footwear that would damage school property.
- Any clothing or apparel that causes hardship to a student or students and/or staff members of the school. This includes, but is not limited to, inappropriate messages or symbols, gang signs or symbols on any apparel.
- Shoes that include wheels.
- Clothing that leaves the chest or private areas bare.

Student Expression

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 if they are not lewd, vulgar, obscene, defamatory, and profane and do not advocate violence, discrimination or harassment against others or cause a disruption in the educational process.

Violations

Possible consequences for someone violating the dress code (not listed in any particular order):

- Turn his/her shirt inside out
- Remove shirt or pants and put on gym shirt or another shirt or pants
- Wear a shirt or pants given by the principal or designee
- Parents come and pick up student to change clothes or sent home to change with parent permission
- Parent notification
- Parent/student meeting
- Detention

Severe violations or repeated violations of dress code (not listed in any particular order):

- Detention
- In-school suspension
- Suspension
- Suspension-recommend expulsion
- Note: A student may be considered insubordinate and have consequences for insubordination.

If the administration believes 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. A parent or guardian will be notified.

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" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

All Minnesota schools are considered drug free zones. Any person using or selling drugs/narcotics/prescription drugs in these zones may face penalties that are double the normal conviction penalties. To maintain a drug free zone, the school district reserves the right to periodic searches that may or may not include dog (K9) searches. These searches may be done without warning.

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. Any student possessing or using any products/devices as listed above on school property or at any school function will be suspended for a period of two (2) to ten (10) days. Student athletes will also be required to serve disciplinary action in accordance with the MSHSL rules. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 10*. Contact the principal if you have questions or wish to report violations.

Alcohol, Marijuana, Non-prescribed Drugs, and other Controlled Substances

A student shall not buy, sell, possess, use, transmit, distribute, be under the influence of or show any effect of any alcohol, legal or illegal drug, prescription drugs, or other controlled substances on school property or at school events. A student, upon confirmation of such violation, may be suspended from school for a period of three (3) to ten (10) days. Expulsion will be recommended with a third offense or with distribution. Student athletes will also be required to serve disciplinary action in accordance with the MSHSL rules.

If an administrator has reason to believe that a student is under the influence of a controlled substance, alcohol or marijuana or that a student is in possession of a controlled substance, alcohol, marijuana, or tobacco, the school district reserves the right to search the student and/or lockers, vehicles, or other personal articles of the student.

Chemical, Tobacco, Marijuana, Alcohol, and Other Controlled Substance Violations

Any student who is in possession of or using alcohol, tobacco, marijuana, electronic cigarette, e-cigarette, vape cartridges or other refilling/additive devices and/or other controlled substances, on or off school grounds, will also be restricted from being at school functions and from being on school

property after the school day. Students may be allowed to attend athletic practices and events, activity practices, or take a test, quiz, or receive academic assistance from a teacher, coach, or advisor if that student has been issued an approved pass from the high school principal or activities director. If a student does not have an approved pass, they are not allowed to be on school grounds for any reason outside of school hours. Students violating this rule during the summer months will begin serving their penalty on the first day of school at Chatfield High School.

Involuntary Possession of an Illegal Chemical Substance or Drug

A student who finds illegal chemical substances/drugs to be involuntarily in their possession or is given illegal chemical substances/drugs without their knowledge and becomes aware of the illegal chemical substances/drugs will be treated as in possession of illegal chemical substances/drugs unless they immediately report it to school authorities and, if possible, bring the substance to the principal's office or immediately report its location. No disciplinary action will be taken toward the student for being involuntarily in possession if the student complies with these reporting requirements.

Self-Disclosure

Students that are honest and admit to chemical, alcohol or tobacco use on their own with or without their parents present and have not been caught or are going to be turned in by law enforcement or any other mandatory reporter, and it is their first violation may have their field trip privileges reinstated once they have completed a chemical or tobacco use prevention class at their own expense. Students must present a completion certificate, a written statement requesting to be reinstated, have no additional violations pending, and come before the High School Student Assistance Team to make the final determination and approval. If a student is reinstated and has a second violation the first field trip consequence must be completed and added on to the second field trip consequence.

Response to Violations (District)

The following penalties are cumulative beginning with the 7th grade year and throughout the student's high school career. Note: Student must be in good standing (not suspended, and eligible and cleared to participate) for the consequence to be served.

1. First Offense – Two (2) weeks (14 calendar days) from notification of consequence. No Field trips for one calendar year as listed below.
2. Second Offense – Three (3) weeks (21 calendar days) from notification of consequence. No Field trips for one calendar year as listed below.
3. Third Offense – Four (4) weeks (28 calendar days) from notification of consequence. No Field trips for one calendar year as listed below.

Response to Violations (MSHSL)

Student Athletes and/or Performing Arts Participants will have the following penalty in addition to the actions listed above in accordance with the Minnesota State High School League Rules:

1. First Offense – Two (2) consecutive interscholastic contests in which the student is a participant, or two (2) weeks, 14 calendar days, whichever is greater (category I, Sports) and the first one (1) performing arts event (category II, Performing Arts).
2. Second Offense – Six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, 21 calendar days, whichever is greater (category I, Sports) and the first two (2) performing arts events (category II, Performing Arts).
3. Third or Subsequent Violation Penalty
 - The student shall lose eligibility for the next twelve consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
 - A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all the following conditions are met: The student is assessed as chemically dependent; enters treatment voluntarily; and the director of the treatment center certifies that the student has successfully completed the treatment program.
 - The treatment option cannot be used for the first or second violation.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

Good Standing

Good Standing and General Eligibility Requirements for Chatfield High School (Code of Ethics): To be eligible for regular season and MSHSL tournament competition a student must be in good standing. Students that violate the Student Code of Responsibilities are not in good standing and are ineligible for a period of time. Note: The principal may exceed the below penalty typically imposed for a first violation because of the significance of the misconduct.

1. First Offense: A student is ineligible for the first sporting event (category I) and the first performing arts event (category II).
2. Second Offense: A student is ineligible for the first two sporting events (category I) and the first two performing arts events (category II).
3. Third Offense: A student is ineligible for the first three sporting events (category I) and the first three performing arts events (category II).

A student that is suspended from school is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and has completed their re-entry meeting to return to good standing.

Joining a team to serve a consequence for an MSHSL violation: A student must be a member of that school's team no later than the fourth Monday from the official start of that sports season. When a sports season begins on a Monday, that day shall be counted as the first Monday. The student must also successfully complete the season, with excellent attendance, for the consequence to be served.

Harassment and Violence Prohibition [*]

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, family 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, family status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*).

Hazing Prohibition [*]

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. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

Internet Acceptable Use

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

A full copy of the school district's "Internet Acceptable Use" policy is available at www.chatfieldschools.com District Policy 524.

Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form upon enrollment.

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the principal.
- Students are not permitted to use motor vehicles during the school day in any school District locations unless an emergency occurs and permission has been granted to the student by the principal.
- Students are permitted to use motor vehicles on the high school campus only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. Any driving violations or other violations that occur in the parking lot that put other students' safety at risk may be subject to consequence as stated in the CHS Discipline Matrix.

Vehicles must be parked in properly marked locations in the designated student parking lot. Student parking is located in the west parking lot and on the tennis court side of the driveway. Only seniors are allowed to park in the staff main entrance parking lot next to the baseball field. Students are not allowed to park in any yellow marked zones, fire lane zones, visitor parking, teacher parking lot, handicap parking, and administrative parking and/or reserved and itinerant parking. No students are to be in the parking lot in or around cars during the school day unless entering or leaving the parking lot. If you must return to your vehicle, you must have a pass from the principal or his designee. Students are to use good driving habits upon arriving and leaving the parking lot. Students who do not comply with the rules and regulations will be subject to losing parking and driving privileges. Students will also be turned into the police for driving violations. Cars not properly parked may be towed and students will be responsible for the towing charge. Loss of parking privilege may also occur for violations.

Visitor Parking

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Photography and Recording

Photo / Digital Photo Free Zones

At no time are any pictures, photos, digital photos and electronic image transfer photos allowed to be taken in locker rooms, changing rooms, bathrooms and dressing rooms. Students may be suspended, expelled and/or reported to the police for such actions or for distribution of

images. Severe violations may come under "Disorderly Conduct (Disruptive behavior that poses a serious threat to the learning environment, health, or welfare of others)" of the Discipline Matrix.

Unauthorized recordings

Students are prohibited from photographing, recording or making or distributing any electronic record of other students, staff, or visitors without consent of the individual(s). This policy applies during the school day, instructional and non-instructional time, or while participating in school events.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students.

Discipline of students may include: 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. . A student who brings a firearm to school may be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the principal.

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

PART IV – HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school nurse. 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).

Asbestos Management Plan [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the District Office and is available on the district's website.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Parents are asked to maintain emergency contacts and accurate means of communication in JMC. Emergency contacts are used when parents are unable to be contacted.

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs). Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained school nurse. Students who become sick at school should report to the school nurse. In the event of an emergency, the nurse should be contacted immediately and 911 may be called, if appropriate. The nurse will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in the administration of a student's prescription medication.

Suicide Prevention Information

Student IDs have the following information on the back of the ID card:

National Suicide Prevention Hotline
1-800-273-TALK (8255) -or- 988
Crisis Text Line
Text HOPELINE to 741741
Fillmore County Crisis Services
1-844-274-7492

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the superintendent.

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

- inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
- recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;

- utilization of non-chemical measures such as traps, caulking, and screening; and
- application of EPA-registered pest control materials, when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal. For students that are interested in attending CHS, a visitor's pass must be approved and obtained in advance at the principal's office. One day is the limit for any visitor. Any or all visitors may be denied access to our building at any time and without advance notice. Students are not allowed to visit during testing dates, the first week of school, last week of the first semester and/or the last two weeks of school since much of this time is testing.

